

## *Minutes*

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

October 19, 2012 at 1:00 p.m. in I-122

	Present	Absent	Excused		Present	Absent	Excused
<b><u>Administration</u></b>				Phil Wiseley	X		
Theo Koupelis		X					
<b><u>Faculty</u></b>				<b><u>Staff</u></b>			
Munir Al-Suleh	X			Michelle Fanslau	X		
Jason Calabrese	X			Rudy Moreira	X		
John Connell	X						
Laurice Garrett	X			<b><u>Adjunct Faculty</u></b>			
Rebecca Gubitti	X						
Michael Nisson			X				
Marjorie Moller	X						
Brian Page	X			<b><u>Guests</u></b>			
Katie Paschall			X				
Caroline Seefchak	X						
Sandra Seifert	X						
Laura Weir			X				
Catherine Wilkins	X						

- I. The minutes from the September 21, 2012 meeting were unanimously approved, pending the correction of two spelling errors. (Fanslau, Page)
  
- II. Reports/Old Business
  - a. SPD Travel Awards
    - i. 25 awards, totaling approximately \$22,500 were given for the fall semester
    - ii. 13 requests for the spring, setting up the potential for a shortfall in funding at that point
  
  - b. NISOD Awards.
    - i. 19 nominations have already been received through the new website/digital application process
    - ii. Nominations are due by November 5, 2012
    - iii. **ACTION ITEM: Wilkins and Fanslau** will compile the nominations and distribute them to the **members of the committee** by Nov. 9. The **committee** will decide upon the award winners at the Nov. 16<sup>th</sup> committee meeting.
  
- III. Agenda Items/New Business
  - a. Diversifying the committee
    - i. Efforts are being made to seek out new committee members so that all of the Schools at ESC were represented on the committee. We are still lacking representation from Health Sciences, Education, and the Library.
    - ii. The committee brainstormed for solutions regarding how to get others involved. **ACTION ITEM: Moreira** plans to interview key players from each department to inquire about their professional development needs. **Wilkins** will attend the next meeting of the department chairs and program coordinators in order to solicit them for involvement in recruiting new members.
  
  - b. Faculty involvement in the TLC
    - i. The concern was raised that the TLC offers workshops at times or in places that are inconvenient to some faculty. Moreira, however, is working upon improving delivery in order to offer webinars.
    - ii. Fanslau suggested incorporating the CANVAS technology in order to preserve workshops for future participants while enhancing the degree of interaction allowed by

pre-recorded content. Moreira stated that the technology was coming, but that the biggest problem was with recruiting presenters for the workshop.

iii. The committee decided that there should not only be incentives but requirements for some faculty to give workshops. In addition, the broader climate of the school has to change. One of the tasks of the committee will be to redefine the public perception of the TLC, perhaps through web content, a newsletter, or new workshop topics that will engage a broad spectrum of our faculty. Moreira stated that other schools have catalogues of workshop topics that faculty can choose from.

iv. **ACTION ITEM: Moreira** will print out one such catalogue and provide copies to all members of the Professional Development Committee. By the next meeting, **committee members** will provide feedback through a “Top 20” list representing each of our top choices for most interesting or useful workshops.

c. SPD travel awards

i. The committee decided that it needs to review and revise the COP regarding requirements for those who receive travel awards to return to campus to give workshops or lectures.

ii. **ACTION ITEM: Fanslau, Gubitti, Seefchak and Moreira** will share with **Wilkins** any research they have regarding how other colleges distribute SPD awards, and what their expectations are for returning conference-goers. **Wilkins** will collect and distribute their findings, along with ESC’s current COP on the travel awards to the committee members. We should review this information before our next committee meeting, in preparation for forming a subcommittee to review and rewrite our own COP. In the meantime, **Wilkins** will arrange to meet with Dr. Allbritten to discuss the function of the committee and inquire about how restructuring might affect our supervision of travel funds.

IV. There being no further business, the meeting adjourned at approximately 1:55 p.m. (Wilkins, Seefchak) The next meeting is scheduled for November 16, 2012, at 1:00 p.m. in I-122.