# **Professional Development Committee**

# Meeting Minutes

*Friday, October 20, 2017| 12:30pm –1:30pm,* AA-168 Thomas Edison/Lee campus

**Present:**

*Members:*

Sarah Lublink

Rebecca Yost

Terri Housley

Scott Ortolano

Dawn Kulpanowski

Douglas Magomo

Shawn Moore

Mary Ellen Schultz

Jo Anne Devine

Jennifer Patterson

Sabine Maetzke

Duke DiPofi

Heather Olson

Tina Churchill

Dani Peterson

Juan Zarogoza

Ivana Ilic

Marie Collins

Ron Doiron

*Guests:*

None

*Absent:*

Jason Calabrese

Ray Lenius

**Excused:**

*Chair,* Rebecca Gubitti

Myra Walters

Melissa Rizzuto

**Recorder**:

Sarah Lublink

1. **Meeting called to order at 12:40pm by Rebecca Yost.**
	1. No prior minutes because the September meeting was cancelled due to Hurricane Irma.
	2. The agenda was approved.
2. **Announcements**
	1. TLC Update AY 2016-2017
		1. Statistics from 2016-2017: There were a total of 4000 attendees to TLC workshops in 2016-2017, facilitated by 51 people, 34 of which were full-time faculty. There were 63 completions of online PD seminars and courses. Full-day events attendance excellent with 50-70 attendees for each. Two NISODs, Judith Sweeney and Wendy Morris. Three adjunct faculty recognized: Doreen Baumeister, Matthew Bourbina, Sandi Towers-Romero. These were all submitted by students and had excellent comments and reviews.
		2. The Twitter hashtag #FSWTLC was developed. It has been and continues to be used for sharing content before and during events, including doing so in real time and for continuing conversations beyond events. We can use secondary hashtags for specific committees/communities of practice. There are also lots of good academic twitter accounts out there to check out.
		3. FSW Directory Profiles: can be accessed at [www.fsw.edu/directory/user/yourusername](http://www.fsw.edu/directory/user/yourusername). Every staff and faculty member can update their information like listing courses and publications. The TLC/IT people are working on the ability to upload pictures. Check it out and send feedback!
3. **Announcements**
	1. Deadline is Thursday November 9th for Spring travel and Friday March 2nd for Summer travel. All applications go to TLC@fsw.edu Application information and the application itself can be found in the Document Manager under VPAA > FPD Travel Request Information.
4. **Old Business**
	1. Travel monies awarded for Fall 2017: All applications were funded because there was no chance to meet as a committee; we went over by $600. Travel monies were also awarded to Terri Housley for a conference on January 3, 2018 – that was done early since the travel was so early in the semester. Our ongoing question is: what do we do with travel that’s really early in the semester?
5. **New Business**
	1. We reviewed and discussed PD committee charge and subcommittee charges for new members.
	2. Subcommittees were selected and everyone added to the Canvas sub-groups. Each subcommittee met for a few minutes to discuss issues relevant to their charge.
6. **Agenda for Next Meeting**
7. Vote on travel awards for Spring 2018
8. Discuss updates to travel award rubric & guidelines for early travel
9. Discuss subcommittee feedback on PD committee charge
10. Meeting was adjourned at 1:30pm by Rebecca Yost. The next meeting will be on November 17th at 12:30pm in AA-168 Lee Campus and over Polycom.

Minutes submitted by: Dr. Sarah Lublink (10/20/2017)