**Professional Development Committee Meeting : MINUTES**

January 19, 2018 12:30 – 1:30 PM Lee AA-168 TLC

**MINUTES**

1. Call to order with, Dr. R Gubitti chairing.
2. Individual Successes and Accomplishments in Professional Development
	1. Prof from the nursing depart informed members about some very fruitful meeting in which ideas about professional development, diversity in schools and funding mechanisms were discussed.
	2. Psychology professor thanked the committee for allowing her to attend the National Institute on Teaching of Psychology conference. She will make presentations to the TLC next month.
3. Attendance and approval of November Minutes
	1. Omitted members updated their attendance of the Nov. 17 2017 meeting.
	2. Minutes of Nov. 17, 2017 were approved as correct record.
4. Announcements
5. TLC Update for AY2017-18
	* TLC presentations showed the highest attendance in the instructional category.
	* Members were encouraged to attend MAGMA Videos after which certification would be provided.
	* 3 professors will be recognized for the Master Teacher Award.
6. Application deadlines for this academic year:
	* Summer Travel – Friday, March 2, 2018 (due to Spring Break being the following week)
7. Faculty Excellence Awards
	* Unlike in the past where only one person was recognized for the NISOD award, Dr. Stewart approved for the creation of a faculty driven special subcommittee responsible for selecting three recipients on Teaching & Instruction excellence, Community Service and Professional Development & Scholarship. The composition of this special committee will include representatives from the college community-administration, faculty, students and staff.
	* Each of these recipients will receive a $1000 honorary from the foundation and will attend a conference of choice.
	* The current cycle recipients will be announced this February.
	* Nominations will be open throughout the year – cut off date being December 1st.
8. FGCU Lucas Symposium
	* Many faculty members will not attend due to scheduling conflicts with their teaching responsibilities.
	* Those who will attend encouraged to carpool.
9. Old Business
10. Master Teachers Award for 2018-2019 – announced during duty days (*see IV*)
11. New Business
	1. Discussions continued about the criteria used in allotting PD funds.
	2. Travel rubric revisions and include guidelines for early travel
	* Add signature dates to the form
	* Consider faculty willing to book in cheap hotels.
	* Applicants to attach justification for their travel, failure of which committee will not review.
	* Send early reminders of application deadlines on time.
	* Revisit rubric criteria: Possible changes to A, B and C of the rubric points allocation

 This discussion continues and it was felt that sending out some survey to all faculty to gain input on way forward would help.

1. Adjournment
	1. Under time constraints the meeting ended at 1:30pm