**Professional Development Committee Meeting**

October 5, 2018 1:00 – 2:00 PM Lee AA-168 TLC

**Minutes**

1. Called to order by Dr. Rebecca Gubitti, Chair at 1:03pm. No participants on other campuses.
2. Individual Successes and Accomplishments in Professional Development

Myra Walters - The Steven Brookfield TLC event went well, unfortunately technology on other campuses not working. Mr. Brookfield will consider a follow up Skype session. Thank you extended to those who could attend.

1. Attendance and approval of Meeting Minutes
   * March – Meeting minutes approved by Ray and Myra

* Sept – addition to minutes of Tina Churchill Secretary – approved with addition Ray and Dani

1. Announcements
2. TLC Update for AY2018-19

-No updates at this time.

1. Application deadlines for this academic year:

Fall Travel: September 14, 2018 (past due)

Spring Travel: November 9, 2018

Summer Travel: March 1, 2019

1. Additional $$$ for Professional Development Funds – In response to a follow up question from panel discussion in September regarding additional funds: Dr. Gubitti reported that the past 4 PD Chairs (including herself) have asked the Provost’s office for additional funds and all requests had been DENIED.

Open discussion to panel discussion on the “satisfactory not satisfactory” on Faculty Evaluation - some feel they give more than “satisfactory” and it should be reflected on the evaluation, also discussion that the mark does not affect the job status such as Faculty rank. There was concern that all the Deans need to cohesive on how to achieve a 3 however for now we will reflect on the evaluation and see where the discussion leads with the contract renewal.

1. New Business
2. Any follow up questions/concerns from meeting with Deans last September and Evaluation process and their expectations – none reported.
3. Adding signature date to the FPD Travel Funding Request for the applicant, the Department Chair and Dean signatures. Completed.
4. Review of FPD applications for September 14, 2018 deadline and granting of funds. Sub Committee has been requested to review the rubric, when we broke out in groups each group gave great ides, however each one is very different, different needs. Sara Lublink feels that there is not a way to make all happy, also suggested that it be pulled to a subcommittee discussion of the rubric has consumed most of the committee’s time.
5. Sarah proposed partial funds, Appling this to previous semesters had considerable out of pocket for some. It would be difficult for processing and create an environment that would deter some to apply due to finical.

\*Concerns – funding partials would be very difficult to process, a nightmare. It would be easier to set a standard funding.

* Other concerns/comments: Money rolling over may cause a decrease in budget. Should we consider rotation basis. – feedback from committee the process seems democratic as it is. Require a write up after conference – concern who’s responsibility would it be to make sure that they did the follow up. Cap on funding to help alleviate some overage.
* Stats for previous semester as the average requested for each semester (review allocation of funds)
* Sarah Lublink and Scott Ortolano to form sub-committee to work on rubric and the requirement of the write up afterwards – do we have the authority to deny funds based on lack of write up? Sarah will send out email to all to see who is interested and set day/time for meeting to take place.

1. Changing FPD application due dates to coincide with Fiscal Year Calendar

Proposal by Melissa Rizzuto: AGREED to be changed.

**From:** Melissa Rizzuto   
**Sent:** Monday, September 24, 2018 9:55 AM  
**To:** Rebecca L. Gubitti  
**Subject:** RE: travel funding & our CCHA Regional Conference Proposal

Good Morning,

*I believe it would be easier to operate using the fiscal year calendar, since the faculty are applying for funds throughout the calendar year and the semester decisions have been problematic. The fiscal year runs from July 1- June 30. I would suggest the following quarters as intervals for applications based on the travel dates.* ***The committee could decide how they’d like to receive/review applications based on these quarters within the contract year (or perhaps hold a special session in May to review summer applications?).*** *The issue I foresee with this approach is that money for the first financial quarter would be awarded before we actually know how much the yearly budget for FPD travel funds will be because we do not find out until July 1. The guidelines would need to include a disclaimer that all awards are subject to availability of funds.*

*Travel During:*

* *July 1 –September 30* **Due date? Review Date?**
* *October 1 – December 31* **Due Date? Review Date?**
* *January 1 –March 31* **Due Date? Review Date?**
* *April 1 – June 30* **Due Date? Review Date?**

\*\*\*\* funding from 75 and up left with 505 using fall money also

---- question should we should fund fall only not announced to people

Discussion and approval to only fund Fall fully for 75 and above no funding for the 65 split funding for 70 motion to approve Ray Lenius and Scott Ortolano

1. Discussion and approval of funding:
   * Approval to fund fully rubric scores of 75 and above, split funding for the two 70 ranked, no funding for below 70.
   * Note: Barbara Ward was added to the spreadsheet in error during discussion. This was later realized that she had pulled her application completely. The remaing fund including what was allocated to Barbara were split between the two applicants ranked at 70.
2. Old Business
3. “FSW Meet Up” – proposal by Heather Olson and Mary Ellen Schultz - Faculty and staff once a month to meet and see students out in the community. Interested in exploring FSW off meet up’s email Heather
4. Meeting adjourned at 2:00 pm