**Professional Development Committee Meeting**

Minutes

December 7, 2018 1:00 – 2:00 PM Lee AA-168 TLC

**Agenda**

1. Call to order: Called to order Dr. Gubitti 1:05 pm.
2. Individual Successes and Accomplishments in Professional Development
	* Ray reported that the sub commettie for the Rubric was very successful and productive.
	* The holiday concert went very well at Barbara B Mann.
3. Attendance and approval of Meeting Minutes from November 2018
	* Approval of meeting minutes as written: Terri L. Housley and Raymond Lenius
4. Announcements
5. TLC Update for AY2018-19 :Melissa Rizutto, Myra Walters and Rebecca Gubitti at Henry Glades for New Higher Training.
6. Application deadlines for this academic year:

Fall Travel: September 14, 2018 (past due)

Spring Travel: November 9, 2018

Summer Travel: March 1, 2019 \* Concern with the deadline and meeting and that we start spring break immediately after. The deadlines are posted and given to faculty we will need to stay with the deadlines presented to faculty

1. New Business
2. Review of FPD applications from November 9, 2018 deadline for Spring Semester 2019 travel dates and granting of funds
	* Concerns were brought from committee regarding applications, information was provided to commettie regarding:
		+ Donna Jhonson – incomplete documentation, when contacted she stated that she utilized the same document that was approved previously with the same information, that there was a president set by that document, she followed the template given to her.
		+ Andrew Blitz – limited documentation and description and very high pricing on hotel accommodations.
	* In review of the information regarding the two applicant’s and other applications reviewed it was discussed that:
		+ The rubric does not discuss hotel or additional costs or require documentation on the pricing of these items. The Dean of the school signed the application for approval and to fairly approve we have to review his application the same as the other applicants.
		+ In addition, regarding lack of details in information provided to fairly review we would have to review all applicants to verify level of documentation provided, there was continued discussion from several viewpoints on the above applicants and review of several other applications.
	* The new rubric will provide clear requirements for documentation and approval and a cap this will aid in the process of approval and funding.
	* Committee final decision: Fully fund Faculty with rubric points 85 and above and the remaining funding would be split equally between the applicants with 80 rubric points (529.21 each)
3. New Proposal: Should applications be considered for receiving funds AFTER travel has been completed? Example: Traveled in Fall, presented, but didn’t have high enough points for FPD funding at time, so resubmit with proposal acceptance and request funds post-travel?
	* The discussion was had regarding this issue; however, it may open other issues as well. Do we only allow those who are presenting to apply with higher points or do we also open this up to folks who also presented at the TLC? The hope is that with the new rubric and quarterly review and submission will help this situation and the person applying will have the opportunity to get approval before the meeting.
	* Overall the thought was to continue to see if it is an issue with the new rubric once that is being used actively to review applications, if a continued problem we will open the issue again for review.
	* The cap on funding will also aid in funding more people.
	* Suggestion: yearly process rather than quarterly: This would benefit the early applications, professors who are presenting early (they would have approval) and folks with CEU units, however anyone attending later in the year would not yet have all the approvals and documentation for points on the rubric.
	* Suggestion: yearly process but 4 separate monies, this would allow for the discounts on conference and travel, however would also advantage faculty with CEU units and disadvantage faculty who may be presenting. With the cap and early application this may not be an issue as many will be approved.
		+ - Tabled the conversation for January and February – review travel funding for Spring travel.
4. Adjournment 2:05 pm