

# Professional Development Committee Meeting

Minutes

February 1, 2019

1:00 – 2:00 PM

Lee AA-168 TLC

## Agenda

- I. Call to order: 1:05pm Dr. Gubitti
- II. Individual Successes and Accomplishments in Professional Development
  - Ronald Doiron completed a recording for a concert in Feb.
  - New Master teachers for next year on committee.
  - Several committee members presented at FGCU
  - Dr. Gubitti and Douglas Magomo are presenting in March and Douglas is receiving an award.
  - Ray is presenting at technology community of best practice 2/11/18
- III. Attendance and approval of Meeting Minutes from December 2018
  - Jason and Duke in Collier attending
  - Motion to approve December minutes as presented, Raymond Lenius and Ronald Doiron
- IV. Announcements
  - 1) TLC Update for AY2018-19: No updates at this time.
    - Room upstairs for Faculty is in progress. New technology is being installed in TLC and in the Faculty Room, updated to follow in next meeting.
  - 2) Application deadlines for this academic year:

Summer Travel: March 1, 2019 (Friday before Spring Break) – This date is amended to fall in line with the new rubric details below under new business.
  - 3) Budget cut to FPD funds for Summer Travel

“We recently learned from Dr. DeLuca that all budget indexes have been reduced because of a shortfall. The FPD Travel funds were reduced by \$3759.00 and therefore the summer semester funding available for travel will now be **\$6,266.44**. I have updated the spreadsheet to reflect this change.”  
Melissa Rizzuto

    - Dr. Rizzuto – all budgets were cut across the board
    - Summer funding amount adjusted to 9,266.44, Donna Johnson did not go to conference, monies applied back into the budget to be applied for Summer travel. Communication was send to entire committee to discuss if funds should be added to summer travel or if Donna Johnson could use the funds to pay for another conference, the responses were

consistent to put the funding back into Summer budget and she would need to reapply for funding.

- 4) Dr. Gubitti and Sarah Lublink attended the faculty senate to discuss changes to the rubric. The main concern from the floor was that the entire year was cut to 1500. The overall change was to be able to support more faculty the ability to attend conferences, in the past very few applied for more than 1,500 and with a smaller budget a large request would limit the number of faculty that would be able to attend conference.

The committee hope is that the overall concern of lack of funding and the budget cut, the faculty senate would raise this concern to improve the budget. In the interim the new rubric will open opportunities for more faculty to attend Professional Development opportunities.

- 5) New Rubric to be brought to Dr. DeLuca to review and Dr. Gubitti will share feedback and comments at next meeting in April, or if possible, she could attend the April meeting to discuss with the committee.

## V. New Business

- 1) FINALIZE New Rubric for start date AY 2019-2020:
  - Proposal split budget 25% per quarter and meet four times a year to review applications (exception in summer travel detailed below)
    - Multiple review times allows Faculty to seek out cheaper flights and early fees on conferences. Faculty will also have feedback quicker with the due date and review date one week apart.
    - Split budget will help level who is approved for monies through the rubric, giving time for those who need documentation for rubric.
    - \*\*Summer budget – Since the entire college budget is not known until June, we would take the previous three years budgets average the funding and take 25% of that for summer approval. The remaining three quarters would be adjusted if there is a difference. Travel July, August and September tends to be low, this will balance if there is a difference to account for.
  - Dr. Gubitti – would there be an issue with the travel budget and funding? Dr. Rizzuto stated that regardless where the dates are set it is possible that issues arise, however these would be individual issue and this proposal seems to be the most well rounded overall.
  - Committee all agreed there would not be any early review of applications as we will be approving four times a year, and this will help with early flights and reservations.
  - The documentation required and the point allocation on rubric will result in less ties.
  - Dr. Gubitti - FPD funding and FE funding if it is not paid out in 60 days can we take it back? Dr. Rizzuto – This becomes an issue at the end of the fiscal year if not paid out and she is not aware then it has to be found, we can do a roll over. When someone is approved the monies do not go away it stays in FPE index.
  - Sarah Lublink- Transition from this year to next is only issue (September), proposal from sub-committee is to review September travel at April meeting

using the old rubric only for September travel, adjust the deadline for September travel to be in line with new rubric last Friday in March. Then we can move forward and start in fall new rubric oct/nov/dec travel.

- We would notify by email with the reminder due date that the September travel deadline was extended.
- Notify faculty of new rubric and changes via email once approved.
- Dr. Gubitti will bring to Dr. DeLuca for review that the plan is to review April first for summer travel and move forward with new rubric in fall.
- Once approved- possible video announcement to all faculty.
- Questions, discussion? None.

## 2) FINALIZE NEW DUE DATES for FPD applications to coincide with Fiscal Year

### *Travel During:*

- |                           |                                     |   |
|---------------------------|-------------------------------------|---|
| • July 1 –September 30    | <b>Due Date-Last Friday in Mar*</b> | <b>Review-1<sup>st</sup> Friday April</b> |
| • October 1 – December 31 | <b>Due Date-Last Friday in Aug</b>  | <b>Review-1<sup>st</sup> Friday Sept</b>  |
| • January 1 –March 31     | <b>Due Date-Last Friday in Nov</b>  | <b>Review-1<sup>st</sup> Friday Dec</b>   |
| • April 1 – June 30       | <b>Due Date-Last Friday in Feb</b>  | <b>Review-1<sup>st</sup> Friday March</b> |

*\*\* Note Application for summer may be submitted at any time before the third Friday in June. Applications submitted after the March deadline will reviewed by the end of June if funding remains after review in April. Details on Rubric.*

- \*\*\*\* Motion to accept percentages and dates – Sarah Lublink, Raymond Lenius and Douglas Magomo.
  - Vote – none apposed no abstentions.
- \*\*\* Motion to move deadline of march this year to include September travel, to be reviewed the first Friday in April – Scott Ortolano and Joanne M. Devine

## 3) Activity and Reports from Subcommittees – Meeting? Suggestions?

### **PR, Marketing and Infrastructure Assessment and Programming Faculty Recognition**

- Myra Walters – sub-committees need to set time to meet and bring forward ideas for the committee to review. You could meet in A-210 very nice area for faculty to meet and discuss ideas.

VI. Other

- Dr. Gubitti- We have had two serious issues on Lee Campus this semester, she encourages all Faculty if you see a student struggling reach out and find help. Try to make connections with the students can make all the difference.
- Dr. Gubitti – Mental Health Committee in process setting up a food pantry, with the increase in prices on campus this will aid those students in need. This may partner with Ronald Feemster’s food insecurity program.
- Ronald Doiron – Adjustment to concert schedule due to Lion King at BB Mann, March 19<sup>th</sup> Orchestra and Choir the following Tuesday will be the Band concert. There will be an additional concert off campus at Presbyterian Church Free, on April 22.
- Committee – motion not to meet in March, next PD meeting in April.
  - All in favor, none opposed no abstentions

VII. Adjournment: Motion to adjourn Raymond Lenius and Myra Walters 2:00pm