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| **Professional Development Committee**  **Meeting Minutes** |

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|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Anne Angstrom |  | x |  | Lauren Madak | x |  |  |
| Jason Calabrese | x |  |  | Sabine Maetzke | x |  |  |
| Catherine Carney | x |  |  | Douglas Magomo | x |  |  |
| Tina Churchill |  | x |  | Sonji Nicholas | x |  |  |
| Jacquelyn Davis |  | x |  | Heather Olson |  | x |  |
| Ronald Doiron | x |  |  | Scott Ortolano |  | x |  |
| Brandi George |  | x |  | Jennifer Patterson | x |  |  |
| Rebecca Gubitti | x |  |  | Dani Peterson | x |  |  |
| Ivana Ilic |  | x |  | Debbie Psihountas |  | x |  |
| Sindee Karpel |  | x |  | Angela Vitale |  | x |  |
| Raymond Lenius | x |  |  | Myra Walters | x |  |  |
| Sarah Lublink | x |  |  | Kelly Westfield | x |  |  |
|  |  |  |  | Rebecca Yost | x |  |  |

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| Location: | Lee AA-168; Charlotte E-105; Collier M-201; Hendry/Glades A-206 |
| Date: | February 7th, 2020 |
| Time: | 1:00pm-2:00pm |

1. Call to Order at 1:03pm by Sarah Lublink
   1. Attendance
   2. January minutes approved
2. Information Items
   1. Two FPD applications (Tina Churchill and Kelsea Livingstone) from December had an adding error; the budgeted amount on each worksheet added up to $1,742 but the applications only requested $1,269. As a result, each was only awarded $1,269 in FPD funds. After deliberating over email, the committee voted to approve the revised figure, with 17 “yes” votes, 1 “no” votes, and 1 abstention.
   2. FPD guidelines were updated to include “Any monies left after requests are fulfilled at the end of the budget year will be used to fund travel for a group of new faculty to attend a national conference on teaching and learning.” Dr. DeLuca approved the change effective immediately. The new guidelines have been uploaded to the Document Manager.
      1. Next month, if there are leftover monies, the committee will apply to conference travel for new faculty.
   3. SWFL Symposium on Teaching and Learning was January 30th and 31st. Dr. Lublink asked Myra Walters to comment on the outcome of the Symposium and Myra noted the following:
      1. We still need to look at the data to see who attended.
      2. Working on improving the collaboration of the two institutions and the intermingling of faculty from both institutions.
      3. We have a date set-up for a debriefing of the conference coordinated by Rebecca Yost.
      4. We did have good feedback from student volunteers and staff in student services to say that they really enjoyed the Symposium.
      5. Our student support outnumbered that of FGCU; Dr. Sholando Campbell was instrumental in helping us with coordinating student volunteers.
   4. Update on Sponsored Conference Initiative: five new faculty members applied and three were chosen by lottery: Camille Drake-Brassfield (Psychology, Hendry-Glades), Daniel Marulanda (Mathematics, Lee) and Janice Cousino (Nursing, Charlotte). Sarah was able to book their registration fee all at once (to get a discounted rate) but each must work with their own department administrator to book their travel.
   5. Next FPD deadline is February 28th for travel in April, May, and June.
   6. Faculty Learning Community on Diversity and Inclusion to begin February 19th.
   7. Workshop on using FPD funds was held on January 24th and was well-attended. Facilitators: Rebecca Gubitti, Ray Lenius, Sarah Lublink, Sabine Maetzke, and Scott Ortolano.
   8. Update on faculty recognition PowerPoint – Catherine Carney: Catherine and Tina Churchill have been preparing a slideshow for faculty recognition at Convocation and have received the approval from Greg Turchetta; committee members recommended having the slideshow be setup in the lobby. Catherine and Tina are sending out emails to TLC presenters to ask them for photos to feature in the slideshow.
   9. Retirement Celebration: (Myra Walters): Retirement celebration will be Thursday, April 16th, from 4:30-6:30 and an email will go out to announce it. The TLC is in the process of confirming with certainty who will be attending (retirees): there are two people who have confirmed that they will not be attending

C. Action/Discussion Items

1. Approval of new FPD Request form: The form cannot automatically add up points or money. Motion to approve with the following corrections:
2. Add total and grand total boxes.
3. Add dates to the signature lines.
4. Add section directing faculty that they must download and complete the form electronically and forward to their Deans and Chairs for e-signatures.
5. Myra Walters suggested contacting Dr. DeLuca to let her know to communicate with the Chairs and Deans about making sure they know that they are approving the application form. This was suggested in lieu of adding a comment box for Deans and Chairs. Sarah suggested that this could be a topic at the next Dean and Chairs retreat in August.

Sarah will send out an email announcing the change, reminding faculty of the next due date for FPD applications, and listing some upcoming conferences.

1. FPD Funding Issue: Two faculty members planned to travel together. One applied for funding for a hotel room and the other didn’t, as they planned on sharing a room. The faculty member who applied for a hotel room (Laurice Garrett) was not able to attend due to family illness. The other faculty member (Elizabeth Schott) then had to pay for a hotel out of pocket. Both faculty members requested that Schott be reimbursed through Garrett’s approved hotel funds. Motion to approve was passed by the committee.

D. New Business:

1. This will be Myra’s last PD meeting as she will be retiring on Feb. 28. Per Myra, Sarah will be taking over on an interim basis.
2. Group approved of holding March PD meeting via email. Sarah will send the PD Applications for approval via email. The initial email with all of the application information will be sent out to the committee on March 2nd, discussion will be open until the end of the day on March 4th, and voting will be open until noon on March 6th.

E. Motion to Adjourn: Dani Peterson