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

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|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Anne Angstrom | x |  |  | Raymond Lenius | x |  |  |
| Jason Calabrese | x |  |  | Sarah Lublink | x |  |  |
| Catherine Carney | x |  |  | Lauren Madak | x |  |  |
| Tina Churchill | x |  |  | Sabine Maetzke | x |  |  |
| Ronald Doiron | x |  |  | Sonji Nicholas | x |  |  |
| Brandi George | x |  |  | Alexandra Nikishin | x |  |  |
| Ivana Ilic | x |  |  | Scott Ortolano | x |  |  |
| Sindee Karpel | x |  |  | Jennifer Patterson | x |  |  |
| Gloria Kitchen | x |  |  | Debbie Psihountas | x |  |  |
| Monica Krupinski | x |  |  | Angela Vitale | x |  |  |
| Raymond Lenius | x |  |  | Kelly Westfield | x |  |  |

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| Location: | <https://fsw.zoom.us/j/94411446259> |
| Date: | October 2nd, 2020 |
| Time: | 1:00pm-2:00pm |

1. Call to Order: 1:02 pm Dr. Lublink
   1. Attendance
   2. Approval of September minutes: Sonji Nicholas motion to approve as written, Sindee Karpel second.
2. Information Items
   1. Welcome new TLC Director: Gloria Kitchen
   2. Welcome new PD Committee member: Monica Krupinski - General Education Advisory Council member representative.
   3. TLC Update – Kelly Westfield
      1. Overall PD figures increasing with the move of PD to the virtual context using Zoom.
      2. Increase in overall participants and specifically adjunct participation. More discussion when we have new figures as this report is for the first part of AY2020-2021, not including the summer institute online sessions, very excited to see the increase in participation the flexibility of online learning has been very well received
   4. PD Fridays: October 23rd and 30th (none in November)
      1. 4th Friday in November is during Thanksgiving break, there will be two in October, the 4th and 5th Friday, then no PD Friday until January
      2. Anne Angstrom: Symposium update: Anne and Terri H. – virtual symposium Feb 4th and 5th, call for proposals will be sent out once date is solidified. Request PD committee bring information to departments to promote participation and FSW faculty participation.
   5. FPD Travel Funding
      1. Late FPD travel approved by email by a majority vote of the committee on Sept. 4th: Matthew Hoffman, November 4-7, $150.
      2. It turns out the unused travel funds from last year rolled over! Our total amount of FPD funds for the year is actually $39,892.15. By the end of December, we will have used around $1,000 of that.

* Look for virtual opportunities, monies that rolled over are allocated to PD funds and must be used for that.
  + 1. Next deadline is November 27th for January, February, and March 2021
       - * No limit on number of times folks can get money just the limit of amount, since numbers are small could go to several conferences, promote this to department and faculty to utilize this opportunity of virtual PD.
  1. FPD Funds for Publication and Submission Fees – survey begins Oct. 1st and will last two weeks; we can look at results at November meeting.
  2. TLC Logo Project Update – Tina, Brandi and Kelly
     1. Proposal submission closed on 30th Wednesday, about 20 submissions with excellent work varying levels of talent. Initial meeting completed, 10/8 each member to pick top 5 for discussion and selection of 3 to interview next Thursday 10/15/20 to make final decision. Amazing talent and many applications, the competition was well received.

1. Action/Discussion Items
   1. Any virtual conferences/PD opportunities coming up?
      1. Sonji – NISOD October – May each 100-150 Fulbright association 10/21-23 $100, AACU 10/8-10/10 Global learning $450
      2. Sindee – Textbook Authors Association virtual writing
      3. Anne – Florida Literacy association workshop every Tuesday, International Literacy 10/3-10/29
      4. General Conferences TLC can send out as an email, department ones can be shared with group. Sonji and Anne will send suggestions to TLC to be included in the TLC Times for all faculty.
      5. Topic of discussion at next meeting how broadly do we want to interpret funding this year as there will not be much travel (other than virtual) this year.
   2. Possible Faculty Awards – Kelly Westfield
      1. Kelly – Faculty Recognition Proposal put together
         * Focus on making the process equitable with rotation through schools.
         * Faculty Member of the Month Award - Possible nominations: survey through Qualtrics, recommendation form deans and chairs, making the process equitable and rotating school. \*In selection process participation in PD will be considered along with feedback from peers and administrators.
           + Sarah- may need a rubric to aid in decision as well as a well-crafted Qualtrics survey.
           + Gloria Kitchen will head up a subcommittee for this project.
         * Kelly - Recognition through Instagram if faculty agreement, Dr. DeLuca can recognize faculty through that outlet as well, and in newsletter.
         * Possible awards – $150 toward travel or conference, running plaque in TLC with names of awardees, FEE grant for monies to support this award.
      2. Exceptional PD Participation Award – Every three months, focused squarely on PD figures, looking at possibly giving this award to more than one, rather than based on the most, establishing a threshold to be eligible with the numbers we have already. This would open it for more faculty. Discussion:
         * Recognition through TLC Times, Provost Letter, Instagram
         * $50 Starbucks card, invitation as guest speaker in related PD session
           + Sarah - could we rank it as amount attended, if the award recognition comes with a name can be more recognizable in portfolio.
           + Bookstore card/travel monies possible awards
         * Perhaps by semester or by year – short presentation at start of winners – FEA awards given out once a year don’t want to compete with that award.
         * Anne – need the word award perhaps change the word to badges, this was discussed before with technical hurdles at applying badges to names, also a concern with this label on some professors when others do not have if students can see this when selecting classes.
         * Kelly – Use recognition rather than award in naming
         * Make this as though it is not competition rather making it a certain level of participation for the recognition.
         * Review current data we have right now to possibly set percentages for baselines – set them conservatively then adjust as necessary to be sure that we can support the cost.
         * By semester not including summer, communication by email shortly after the end of the semester notification of recognition.
         * Need official selection date - wait until end of semester or after the last PD offering for the semester (could be after the last PD Friday of that semester).
         * Specific verbiage needed to identify what counts as attended through the TLC, add verbiage.
         * Launch for Spring application for FEE award for next cycle (due in two weeks) Due Jan 1 have proposal ready for December
   3. Asynchronous collaboration for professional development – brainstorming
      1. Digital Pedagogy Reading Group: Starting new series collection of major ideas on digital pedagogy concerns about sharing student data. Digital conversational group through Teams page.
      2. Alexandra Nikishin - open discussion forum regarding what is going on in the economy – discipline specific experts in room as well as open to everyone for discussion and Q&A.
         * Sarah – this is an interesting model for PD learning available for other topics from the professionals in that area. Opens up discussion to all topics.
         * Anne – community of practice, perhaps a community of practice open to all – series in curiosity - random ideas that can be offered on a topic. Come back to this at next meeting.
2. New Business: None
3. Adjournment: Motion to adjourn 2:05 Tina Churchill, second Raymond Lenius. Next meeting November 6th, 1pm, same Zoom meeting ID.