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

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| Location: | <https://fsw.zoom.us/j/94411446259> | | | | | | | |
| Date: | November 6th, 2020 | | | | | | | |
| Time: | 1:00pm-2:00pm | | | | | | | |
|  | 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 |  |  |

1. Call to Order 1:00pm Dr. Sarah Lublink
   1. Attendance
   2. Approval of October minutes: Raymond Lenius motion to approve with small revision, second Sonji Nicholas, all in favor.
2. Information Items
   1. TLC Update – Kelly Westfield
      1. In general numbers are increasing. Since 2019 19% increase in August and 47% increase in September. There has been an increase in Adjunct and total participants as well as other categories since 2019. This is very encouraging that the virtual PD is reaching more and during this virtual time we are connecting with PD.
   2. TLC Logo Project Update – Tina, Brandi, and Kelly – Finalist was selected, Delphine Sintamou, a High School student, will be working with Ryan Wurst between now and Dec 1st to prepare her design, and will present her ideas.
   3. Next FPD Deadline: November 27th for January, February, and March.
   4. The following motion was approved by a majority vote by email on October 9th: “For the 2020-2021 budget year only (July 1st 2020-June 30th, 2021) the Professional Development Committee will accept rolling FPD applications for funding to attend virtual conferences. Applications received by the posted deadline will be given first priority. Completed applications received after the deadline will be funded in the order they are received, up to the $2,000 yearly limit for faculty and up to the budget total for that quarter. Once that budget total is reached no more applications for that quarter will be funded. Early applications will not be considered; any applications submitted for the following quarter will be reviewed by the committee at the meeting immediately following the regular posted deadline.”
3. Action/Discussion Items
   1. Updated committee charge based on new CoP and Faculty Senate expectations.
      1. Reasoning / Changes
         1. Time limit change – Can serve for 3 years rather than 2
         2. The Chair is expected to serve on the committee for at least a year after the term ends.
         3. The Chair can be reelected.
         4. Members can serve additional 3-year terms.
         5. The committee membership will need to be approved by Faculty Senate Executive Committee, this is to maintain that a committee is represented by all schools.
         6. No more than 3 non-faculty members on a committee, we currently have Kelly, Gloria and Debbie.
         7. Verbiage change on the relationship between PD committee and TLC. PD Committee to have an advisory role with TLC on faculty needs.
      2. Discussion on update of Charge: Open discussion, overall agreement to accept as written. No additional discussion. Motion to approve as written Ronald Doiron, second Sindee Karpel, all in favor, none apposed no abstentions.
   2. FPD funds:
      1. No FPD applications for virtual conferences have come in since adjustment of rolling application approval. About $20,000 will roll over to the next budget year.
         1. Encourage participation in Department meetings and in general to encourage faculty to utilize funds. Kelly will send out email flash from TLC reminding faculty. Share with Department Chars to put in Department meetings with specific examples of possible virtual PD available.
         2. Open discussion of possible ways to utilize funds:
            1. Guest speaker possibility discussed.
            2. Sabine Maetzke- redirect funds to something special or different for this year
            3. Entertaining speaker with focus on transdisciplinary communications for QEP focus
            4. TED talks on transdisciplinary communication
      2. \*\* Action item – members to research and see if they can find a good speaker and bring research to meeting.

* + 1. FPD funds for publication and submission – survey results
       1. 25 out of 71 respondents publishing
       2. Of the 25 it is a split between ones who paid for publication and those who did not.
       3. ARC grant now covers publication fees
       4. Of the participants who publish 45 of 71 said they would publish more if funds were available.
       5. Some have spent more than $1,000 out of pocket for publishing fees.
    2. Open Discussion on FPD funds for publication and submission
       1. There seems to be a need for this, need to explore if a secondary fund that can be set up for just this purpose rather than through FPD funding.
       2. Is it possible if we have funding left over they could be used for fees and publishing (submission after already paid). We would need to keep in mind the support of the new faculty PD training that we are supporting (when travel is happening)
       3. It is possible that this need is not understood, and that if the scope was understood there could be a separate funding available for it.
    3. Sarah: This can be addressed in several ways, application with second rubric, utilize remaining funding and separate funds for publication. Dr. Lublink will make an appointment with Dr. DeLuca to see if a separate funding can be set up. If that is not feasible at this time we will look at the other options for possibly funding this. Review if we will be supporting the new faculty initiative (virtually) to identify potential funds.
    4. Interpretation of FPD funds – scope, open discussion will revisit this as we move forward during these virtual times where travel is not occurring.
    5. Any virtual conferences/PD opportunities coming up?
       1. Online Learning Consortium Accelerate, November 9th-18th
       2. <https://www.historians.org/virtual-aha> free open to all
       3. National Council of Teachers of English, Nov. 19-22
  1. Faculty Awards – Kelly, Gloria, Tina
     1. Tentative launch will be in the spring. Tentative, selection will be made before spring break and announced by email.
     2. The Faculty member of the month award, rotating disciplines, rubric and point system.
     3. FEE grant will be requested to support these awards. Jan 1st next deadline. Monica Krupinski will assist with the FEE grant application.
     4. Exceptional PD development award: Threshold needed then award will be given based on meeting that threshold. Tina will work with Kelly on numbers for threshold based on prior PD. Possible book store gift card (no tax), 150 travel funds. This would be once a semester.
     5. Sub-committee Gloria and Kelly will work on rubric and points for award. Scott suggested that all groups work together as one sub-group, Monica, Sabine, Gloria, Scott and Kelly will be sub-committee for award developments.
  2. TED Talk/CoP/Lecture series: Discussion at next meeting when we discuss guest speakers.
  3. Asynchronous PD opportunities –Revisit this topic next meeting.

1. New Business: None discussed
2. Adjournment: Next meeting December 4th, 1pm, same Zoom meeting ID. 2:04