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

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| Location:  | <https://fsw.zoom.us/j/94411446259>  |
| Date: | February 5th, 2021 |
| Time:  | 1:00pm-2:00pm |
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|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Anne Angstrom |  | x |  | Sarah Lublink | x |  |  |
| Jason Calabrese |  |  | x | Lauren Madak | x |  |  |
| Catherine Carney |  | x |  | Sabine Maetzke | x |  |  |
| Tina Churchill | x |  |  | Sonji Nicholas | x |  |  |
| Ronald Doiron | x |  |  | Alexandra Nikishin | x |  |  |
| Brandi George |  | x |  | Katie O’Connor | 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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1. Call to Order
	1. Attendance
	2. Approval of December minutes: Motion to approve as presented Ronald Doiron, second Sonji Nicholas.
2. Information Items
	1. FPD Funding
		1. Face-to-face conferences:
			* Krissy Cabral’s late application was funded based on email voting on December 8th and 9th, for $764.01 for travel in February
		2. Virtual conference registration fees approved for January-March:
			* Sarah Lublink, $190
			* Julia Kroeker, $300
			* April Ring, $475
	2. Funds for Submission and Publication: Dr. DeLuca has approved the process, though with four reviews per year. The updated form (based on our recommendations) is going on the website. The Academic Research Council will be reviewing the applications. Joe van Gaalen sent out the first email last week.
	3. TLC Update – Kelly Westfield
		1. Continued upward trend with virtual PD, more participation. Adjunct is about double the participation numbers.
		2. There is a 40% increase in FPD day attendance and still trending in that direction.
	4. TLC Logo Project Update – Tina, Brandi, and Kelly
		1. Kelly - Logo done and approved by marketing, big reveal at state of the college.

1. Action/Discussion Items
	1. Guest Speaker/FPD funds – current plan is March 5th, 12:30-1:30pm.
		1. https://naples.floridaweekly.com/articles/make-em-laugh/https://fgcu360.com/2016/09/20/todo-standup-comedy/https://archive.naplesnews.com/participate/376406401.html/
		2. Confirmation from speaker – Katie – date confirmed and will do via zoom and possibly a YouTube connection. He is open to doing some workshopping skits and will do more than an hour if we would like. Discussion was had over topics and focuses.
		3. Cost: $2,000 -Decision needs to be made if we are open to a more interactive experience (workshops), Katie will have another conversation to get more details on what that would look like and the time involved for each aspect of his delivery.
		4. Discussion that this should be a closed presentation (FSW) if the YouTube option would open it to the public, especially if we will be using breakout rooms.
		5. Will need to be able to pin folks to the top of the zoom page if part of his skit is a panel.
		6. Volunteer to make a flyer for the event: Gloria will create on Canva
		7. Katherine with work with Kelly for the press release after speaking with the speaker regarding the details.
		8. Invoice for payment will be needed and speaker will need to fill out a W-9
	2. FPD Funds
		1. Associate Deans signing FPD fund applications:
			* Discussion: The associate Dean is the supervisor for those faculty, there are two schools with acting Deans. Concern that there needs to be a focus on overall picture, who they are approving fund for. There is regular communication between the Associate Dean and Acting Dean.
			* Conclusion: Each school would designate who they want to sign off on FPD requests, then that Associate Dean can sign for FPD request.
		2. David Evans – proposal for certification/training
			* Discussion: Application received after the monies have been paid and completed certification. Discussion if this is appropriate for Professional Development, this faculty member teaches Cornerstone and this is financial literacy certification, very applicable.
			* Concern that we have not approved retroactively in the past, again this is an unusual year.
			* Conclusion: After discussion, applications will be approved according to current policy following structure, then any applications for retroactive monies will be considered if there is funding left for that quarter. This will be communicated that it is a special circumstance due to COVID and lack of travel to attend conferences and only for this budget year.
			* We will continue with rolling applications for Conferences approved in a similar fashion based on remaining funds for that application period.
			* Sarah will send out an email to inform faculty and this application will be considered with the other requests received.
		3. Proposals for April – June (normally reviewed at March meeting)
			* William Van Glabek $100
			* Alisa Callahan $599
				1. We will continue to approve in batch based on rubric and according to schedule, then rolling approvals based on available funds remaining, for this budget year only.
		4. Funding for local hotels- stay at local hotels while attending a virtual conference.
			* Discussion: Positives - May be beneficial to be away from distractions, this was considered for the honors program.
			* All faculty have access to utilize office space on campus to attend virtual conferences and request a room to use if needed. There are many factors as well, how many nights, food, limit on cost.
			* FEE grant can be used in some circumstances for catering and lodging depending on what is needed.
			* After general discussion consensus was this would not be considered at this time, as all faculty have access to a space to be free of distractions.
	3. Faculty Awards – Kelly, Gloria, Tina, Scott, Monica, Sabine (see November minutes for details)
		1. Tabled until spring – Kelly will be gathering the group and revisiting this, will have update for next meeting.
	4. Virtual conferences/PD opportunities coming up? Recommendations for conferences in chat
		1. NISOD is 4/28-4/30 https://www.nisod.org/virtual-events/conference/call-for-presentations/
	5. TED Talk/CoP/Lecture series – no discussion
	6. Asynchronous PD opportunities – brainstorming
		1. Discussion around Scott’s digital pedagogy group – have been going very well. He will post several readings that you can respond to and interact with others. He also offers an open discussion on Zoom if preferred to discuss the content. You are given credit as long as you participate.
		2. This model is working are there other topics that might do well in this forum: Discussion: Topic would need to be broad. Option was brought up that perhaps we partner with Scott to get “guest” folks to bring in a topic and moderate the reading group, as the topics that he is picking can be applicable across the board. If we add another group may be limiting participation, rather partner to expand the topics.
		3. The topic would need to broad – reading is geared toward online reading engagement.
2. New Business: None
3. Adjournment: Next meeting March 5th, 1pm, same Zoom meeting ID.