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

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| Location: | <https://fsw.zoom.us/j/94411446259> | | | | | | | | |
| Date: | September 3rd, 2021 | | | | | | | | |
| Time: | 1:00-2:30pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |
| Krissy Cabral | | x |  |  | Lauren Madak | x |  |  |
| Jason Calabrese | | x |  |  | Sabine Maetzke | x |  |  |
| Robert Cappetta | | x |  |  | Sonji Nicholas | x |  |  |
| Ronald Doiron | | x |  |  | Alexandra Nikishin | x |  |  |
| Brandi George | |  | x |  | Thomas Norman | x |  |  |
| Ed Hooks | | x |  |  | Katie O’Connor | x |  |  |
| Ivana Ilic | | x |  |  | Scott Ortolano | x |  |  |
| Sindee Karpel | | x |  |  | Lenny Owens | x |  |  |
| Gloria Kitchen | | x |  |  | Kelly Roy | x |  |  |
| Monica Krupinski | |  | x |  | Angela Vitale | x |  |  |
| Raymond Lenius | | x |  |  |  |  |  |  |
| Sarah Lublink | | x |  |  |  |  |  |  |

1. Call to Order: 1:00 pm Dr. Lublink
   1. Welcome New Members: Krissy Cabral, Robert Cappetta, Ed Hooks, Thomas Norman, Lenny Owens, and Kelly Roy
   2. Appointment of new minutes taker: Sonji Nicholas
   3. Attendance/verify committee membership list
   4. Approval of April minutes: Motion to approve as presented Sindee Karpel; second Ray Lenius.
2. Information Items
   1. FPD Funding April-June: The following faculty were approved for FPD funds:
      1. William Van Glabek $100
      2. Alisa Callahan $599
      3. Daniel Marulanda $1,600
      4. Dana Roes $2,000
      5. Monique Harrington $650
      6. April Ring $599
      7. Myriam Mompoint $650
      8. Sarah Lublink $1,810
      9. Wendy Chase $2,000
      10. Arenthia Herren $1,525
      11. Jane Charles $1,525
      12. Leonard Owens $499
   2. New 90-minute time slot to allow for the participation of the TLC Faculty Coordinators. This timeframe may be revised in the future as needed.
   3. Faculty Professional Development Funds for AY 2021-2022: $68,666.38, thanks to rollover from AY 2019-2020 that keeps giving. There were no applications for the first quarter (July, August, September).
3. TLC Coordinators Updates
   1. Monica Krupinski: New Faculty Seminar met every day during Faculty Duty Days. NFS will meet on the first Friday afternoon of each month for the remainder of the year. The highly recommended Cornell University course, “Teaching and Learning in the Diverse Classroom,” will be offered to faculty again this fall.
   2. Katharine O’Connor: Portfolium support for individual faculty has been occurring. Additional Portfolium training is forthcoming for all faculty including those who are participating in NFS. Professional development related to the QEP is being developed and an application for teaching the Creative Capstone course will be released in the near future.
   3. Scott Ortolano: There are several professional development opportunities in which faculty may participate. This includes:
      * The Community of Practice in Instructional Technology
      * The Digital Pedagogy Reading Group
      * Dishing with the Deans
      * The Community of Practice in English
      * A presentation by Sociologist Dr. Akiko Yoshida on, “Hate Crimes against People of Asian Descent,” scheduled for October 14, 2021.
   4. Kelly Roy: There has been continuous training on the Adjunct Portfolio submission process. Additional professional development opportunities coordinated included those offered during Faculty Duty Days.
   5. Vacant TLC Coordinator Position: Sandra Seifert applied for TLC Coordinator after the due date. The committee reviewed and discussed the application and Jason Calabrese made a motion to move it forward for the Dean’s approval. The motion was seconded by Angela Vitale. All were in favor so the application will be forwarded to the Dean for final approval.
4. Action/Discussion Items
   1. FPD Travel Applications for October, November, December: There was discussion of the following applications for FPD Travel:
      1. Brandon Jett $2,065.72 ($2,000.00)
      2. Katharine O'Connor $920.89
      3. Jennifer Summary $1,278.69
      4. Alessandro Cesarano $547.48
      5. Terri Housley $2,000.00
      6. Elizabeth Schott $930.00
      7. Martha Jenner $1,987.00 ($399.00)

Ray Lenius made a motion that was seconded by Sabine Metzke to approve all as requested with the exception of following: Brandon Jett for the maximum amount allowed of $2,000.00; and Martha Jenner for $399.00 to reflect the new fee when the conference changed from in-person to virtual. The motion was approved by all.

* 1. FPD Non-Travel Funds Proposal: we were given $5,000 to work with as a pilot project. See attached proposal. There was discussion of potential guidelines for use of this funding. After discussion, the committee concluded there is a need for:
* Further information from Administration on the availability of a separate funding source for faculty who are required to maintain certification in order to remain current in their field
* Brainstorming within the committee on guidelines for use of the $5,000.00 supplemental funds. Ideas to date include purchase of books, professional memberships, credentialing, and non-university courses
* Determining a maximum dollar amount that applicants could request from the supplemental funding

1. New Business: No new business
2. Adjournment: Next meeting October 1st, 1:00-2:30pm, same Zoom link.