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

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| Location: | <https://fsw.zoom.us/j/94411446259> | | | | | | | | |
| Date: | December 3, 2021 | | | | | | | | |
| Time: | 1:15-2:30pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |
| Krissy Cabral | |  | x |  | Lauren Madak | x |  |  |
| Jason Calabrese | | x |  |  | Sabine Maetzke | x |  |  |
| Robert Capetta | | 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 |  |  | Sandra Seifert | x |  |  |
| Raymond Lenius | | x |  |  | Angela Vitale |  | x |  |
| Sarah Lublink | | x |  |  |  |  |  |  |

1. Call to Order: 1:15 pm Dr. Lublink
   1. Attendance
   2. Approval of November minutes: Motion to approve as presented Raymond Lenius; second Scott Ortolano.
2. Information Items
   1. No new FPD applications for October-December
   2. Long-term excused absences:
      1. Monica Krupinski until end of AY 2021-2022 (Leading New Faculty Seminar)
      2. Leonard Owens until end of AY 2021-2022 (Presenting at New Faculty Seminar in December, then Professional Development for QEP in Spring)
      3. Sonji Nicholas for Spring 2022 (Professional Development for QEP in Spring)
      4. Katie O’Connor (Leading Professional Development for QEP in Spring)
3. TLC Coordinators Updates
   1. Monica Krupinski – The “New Kids on the Block” are giving advice to participants in the New Faculty Seminar. The Path to Administration series is forthcoming. The Cornell “Teaching and Learning in Diverse Classroom” series will commence in January, 2022. Meetings will be 10:00-11:00 a.m., and faculty are encouraged to participate, as schedules permit. Teaching on “Vulnerability” will be offered in the Spring.
   2. Katharine O’Connor – Technical support for Portfolium is transitioning to IT. This will supplement existing video and PDF resources. Katie will be facilitating PD for QEP and is also designing a Canvas course and shell for the QEP course. A Sunshine Committee that will recognize special moments in the lives of faculty such as retirements, births, sympathies, etc., is forthcoming for Spring 2022.
   3. Scott Ortolano – Planning for Spring 2022 is taking place now. A priority for the “Advice from the Front” series, is increasing participation from Charlotte, Collier, and Hendry/Glades campuses.
   4. Kelly Roy – Faculty Excellence Award recipients have been selected. Kelly is working with Monica on the “Path the Administration” series for faculty interested in transitioning to administration. This will be piloted in February and March 2022 and Dr. DeLuca is the first speaker and others will follow. Review and selection of proposals for presentation at the FSW/FGCU Symposium is taking place now. Kelly will be working on Adjunct Portfolios in Spring 2022.
   5. Sandra Seifert – Sandra participated on the Faculty Excellence Awards selection committee as well as the FSW/FGCU Symposium proposal selection committee. Magna Commons recommendations will be announced the week of 12/6/21. The QEP Technical Committee is anticipating technical needs for the course.
4. Action/Discussion Items
   1. Sandra Seifert volunteered to take minutes for PD Committee meetings held in Spring 2022.
   2. Ancillary Funds
      1. Data gathered – There were 17 responses. Applicants were from all Schools but the largest percentage were from Arts, Humanities, and Social Sciences. Most applicants were from the Edison campus followed by Collier. None were from Charlotte or Hendry/Glades. A few individuals applied twice. The majority of requests were for professional membership dues which were previously paid using personal funds.
      2. Status of Applications – All but one application were approved. The application for a computer monitor was not funded with ancillary funds as the Committee deemed that requests for technical equipment should go through IT.
   3. FPD Applications for January, February, March 2022
      1. Brian O'Reilly $1,892.00
      2. Matthew Hoffman $1,892.00
      3. Sarah Lublink $1,822.00
      4. Jameson Gresens $1,433.00

All were approved

* 1. Role of PD Committee- Discussion
     1. A TLC needs assessment is forthcoming. Data we want could include:
        + 1. Who is attending TLC events
          2. Workshop titles, descriptions and objectives to know what is being offered
          3. Calendar update so TLC offerings can be searchable. This is scheduled to be in the Canvas Catalog in Spring 2022
          4. Preferences for modality of sessions
          5. Topics of interest to faculty
     2. Formalized list of tasks for Coordinators based on TLC tasks previously imagined. Some considerations include:
        + 1. Setting priorities on PD we should offer
          2. More oversight of what is being offered before it is scheduled
          3. Taking an active role in developing form
          4. Subcommittee to review any new proposals. This could also be one of the roles of TLC Coordinators
          5. Monthly compilation of data if/when TLC staffing permits
     3. Each coordinator will create a list of their proposed duties based on the original list which Sarah will provide.

1. New Business: None
2. Adjournment: Next meeting February 4th 1:00-2:30pm, same Zoom link.