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

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| Location:  | <https://fsw.zoom.us/j/94411446259>  |
| Date:  | February 4, 2022 |
| Time:  | 1:00pm-2:00pm |
|  | 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 |  |  | Rozalind Jester | 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 |  |  | Eileen DeLuca | x |  |  |

1. Call to Order: 1:00 pm Dr. Lublink
	1. Attendance
	2. Approval of November minutes: Motion to approve as presented Kelly Roy; second Scott Ortolano.
2. Information Items
	1. Restructuring of TLC/Coordinators – Dr. DeLuca
		1. Dr. DeLuca shared with the committee about the new composition of the TLC squad and the assignment of Monica Krupinski, Katie O’Connor and Scott Ortolano to eLearning and the reasons behind the changes. This arrangement will reflect the collaboration between the academic side and student affairs supporting the Reimagine FSW and Dedicate to Graduate campaigns, and Student Affairs now having representation on the cabinet. See <https://www.fsw.edu/reimagine> for more information. Dr. DeLuca also reflected that traditional courses may be a thing of the past and that remote learning may become an integral part of the “traditional” class setting.
		2. Gloria Kitchen, Director of TLC, presented a forward view of the structure of the TLC.
	2. Welcome new committee member Dr. Roz Jester, who is replacing Dr. Norman as our Provost Office’s representative.
		1. Dr. Jester introduced herself and talked about her new role on the Professional Development Committee
	3. Excused absences for Spring 2022:
		1. Monica Krupinski (New Faculty Seminar)
		2. Leonard Owens (Professional Development for QEP)
		3. Sonji Nicholas (Professional Development for QEP)
		4. Katie O’Connor (Professional Development for QEP)
	4. PD Chair nominations: please send by email. Vote at March meeting.
		1. Committee members are asked to send in their nominations as soon as possible
		2. Dr. Lublink stated that she will willingly serve another term.
3. TLC Coordinators Updates

Coordinator updates will be presented at next meeting due to time constraints.

1. Action/Discussion Items
	1. Ancillary Funds
		1. The committee was presented with the requests and the approval or responses. The majority of requests were for professional membership dues which were previously paid using personal funds, although it was noted that a number of the membership dues were far above the $100 limit.
		2. Dr. Lublink to request more funds for the next academic year.
	2. 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
		5. Brandon Jett $750.13

All were approved

* 1. Role of PD Committee- Discussion
		1. TLC Coordinators list of tasks/hours

The TLC Coordinators were asked to provide a list of tasks and the associated hours, which were attached to the emailed agenda. However, time did not permit a detailed discussion of these activities, which was tabled for the next meeting.

* + 1. Full Professional Development Needs Assessment will take place this Spring and Summer.

This task will be undertaken by Dr. Kelly Roy and Dr. Sandra Seifert, with plans to get underway soon.

* + 1. Review Committee Charge

Tabled until next meeting in March.

1. New Business: None
2. Action Items for next Meeting:
	1. Election of Committee Chair for next term
	2. Role of the PDC – Review of Committee Charge
	3. Accountability of TLC Coordinators and their tasks and hours
	4. Ancillary Funds disbursement
3. Adjournment: Next meeting March 4th 1:00-2:00pm, same Zoom link.