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

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| Location:  | <https://fsw.zoom.us/j/94411446259>  |
| Date:  | March 4th, 2022 |
| Time:  | 1:00-2:00pm |

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|  | 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 |  |  | Katie O’Connor | x |  |  |
| Ed Hooks |  | x |  | Heather Olson | x |  |  |
| Ivana Ilic | x |  |  | Scott Ortolano | x |  |  |
| Rozalind Jester | x |  |  | Lenny Owens |  | x |  |
| Sindee Karpel | x |  |  | Kelly Roy |  | x |  |
| Gloria Kitchen | x |  |  | Sandra Seifert | x |  |  |
| Monica Krupinski |  | x |  | Angela Vitale |  | x |  |
| Raymond Lenius | x |  |  |  |  |  |  |
| Sarah Lublink | x |  |  |  |  |  |  |

1. Call to Order: 1pm Dr. Lublink
	1. Attendance
	2. Approval of February minutes. Motion to approve as presented: Ronald Doiron; second: Sindee Karpel.
2. Information Items
	1. We welcome Heather Olson who will be a guest this meeting and April’s meeting. Professor Olson is the new Director of Online Teaching & Learning Experience.
	2. 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)
	3. FPD Travel funds change for fourth quarter (April, May, June 2022 only) voted on by email on February 16th and 17th and approved by an overwhelming majority. An email was sent to all full-time faculty on February 17th detailing the changes.
		1. Cap per faculty member has been raised temporarily from $2,000 to $4,000.
		2. Cap for any given trip is $3,000.
		3. We'll give first priority to people still under the first $2,000, even if their rubric points are lower. Once all those people are funded then we use the rubric again for the people using the second $2,000.
		4. We'll give first priority to applications for April/May/June that are submitted by next Friday. After that, late applications for March, April, May, and June, will be funded in order of being received.
		5. $15,387.38 of our funds will roll over to 2022-2023. We won't spend those on going over $2,000 each.
	4. Two small updates were made to the FPD Travel Form to make it clearer: changed the first Travel Purpose to “This is my first ever application for FPD Travel Funds at FSW” and added “An e-signature can be submitted using AdobeSign or by typing in name/date in the above section” to the very end.
3. TLC Coordinator Updates
	1. Monica Krupinski
		1. Path to Admin pilot series: first two with Drs. DeLuca and Myers were well-attended and offered great perspectives.  One more on March 24 11:30 - 12:00.
		2. New Faculty Seminar:  our next-to-last meeting is March 4.  Any suggestions, additions, or new ideas the committee has are welcome.  Looking toward AY 2022-2023, we already have a few new January hires but expect a larger group that this AY.  We will meet the entire week before August Duty Days, so if anyone is on search/hiring committees, please be sure to highlight that requirement.
		3. Vulnerability:  Session happened and was well-received.  Looking to offer a follow-up/continuation in the Fall
		4. Cornell:  Finished Feb 28.  Will offer at least one cohort in the Fall.  If anyone is interested in co-facilitating, let me know!
		5. Watch for Summer Institutes.
	2. Katharine O’Connor
		1. QEP PD: I have been holding the QEP PD on the first and fourth Friday of every month. There is also a Canvas component where the faculty submit assignments. It has been going very well and the faculty group is excited to teach the course. This has helped me to identify other training and communities of practice that faculty would be interested in attending
		2. Portfolium: I have been meeting with IT support to create instructions for the system as well as unraveling issues with faculty accounts. At this point, we have identified faculty who have duplicate accounts and have merged them. We are also working on the administrative side of tracking the usage of the system. I have also been in correspondence with administrators on creating an upcoming training for them as "reviewers" of the system. I am also working on a Portfolium Technology Tools page with instructions, best practices, and more!
		3. Co-curricular Engagement: I have worked with the co-curricular QEP subcommittee on some ideas for co-curricular support. I have also been working with FGCU on some projects and partnerships for future PD. I also work closely with International Education on the international designation for courses. I assume we will be hosting some PD once those changes go through curriculum committee.
	3. Scott Ortolano
		1. February events all went well and had good attendance. The only caveat is that asynchronous participation is down in the Parent Support Group and for the Kahoot! asynchronous training didn't have as much traction as I initially anticipated. The live synchronous versions of these sessions all fared rather well, so it is more something to note rather than a concern at this point. During the summer, it's likely that the asynchronous trainings will pick back up--particularly for the Parent Support Group.
		2. The Advice from the Front sessions seem to be going particularly well in terms of fostering the productive conversations. March's Collier session will be the last iteration of this version of the Advice from the Front series.
		3. The Community of Practice in Instructional Technology's sessions are going well. We had to increase the enrollment cap for our February session because we had so many people sign up, and March's session, which is scheduled for this Monday due to spring break, is already at capacity! We just finalized initial plans for the Digital Pedagogy Open House, and we've come up with a conversational theme that will focus on roundtable chats to try and make sure we still have strong attendance at a point when people are likely to be exhausted. The working title is "The Digital Pedagogy Open House: Water Cooler Edition." Sessions will focus on the new Adobe tools, flex teaching strategies, and general teaching and technology ideas and programs that people are excited about. We're inviting instructional designers and IT folks to be at the sessions to help make them especially productive. More information will be forthcoming about the CoP's regular April meeting and the end-of-semester event next month.
		4. The Community of Practice in English event is going well. There is no March meeting because of spring break, but we've done a good job of providing support for teachers of writing-intensive courses during this strange time.
	4. Kelly Roy
		1. I'm collaborating with Monica Krupinski on the Faculty Path to Administration pilot. There was a session on February 24th. The last session is on March 24th.
		2. Sandra Seifert and I have begun the PD Needs Assessment. We're currently interviewing key stakeholders and reviewing data previously gathered. We'll formulate a survey for faculty and staff next.
		3. I've conducted two trainings on the Adjunct Faculty Portfolio process. The final training this year will be on March 9th.
		4. The FSW/FGCU Symposium on February 3rd and 4th was a success! Planning for next year has begun.
		5. I'll also be moderating sessions at the Diversity Expo on March 25th.
	5. Sandra Seifert
		1. Collaborating with Kelly Roy on PD Needs Assessment Analysis. As Kelly stated, we have started the process by interviewing some personnel to get the lay of the land and the direction in which we should be going. We are also reading and researching Needs Assessment processes and procedures. Kelly and I meet each week to consult and plan.
		2. We are already working on FSW/FGCU Symposium for Spring 2023, starting with the reviewing of data from the last Symposium. We will meet in the Summer to continue discussions and planning.
		3. I will be moderating some sessions at the Diversity Expo in March.
		4. There was some link errors in the Magna Commons Canvas course, but it was rectified. The March recommendations will be sent out shortly.
4. Action/Discussion Items
	1. FPD Travel Fund Applications for April, May, June 2022:

Camille Drake-Brassfield $1,785.48

Myriam Mompoint $105.00

Gregg Mason $1,717.76

Sonji Nicholas $1,238.04

Arenthia Herren $2,525.00

Carrie Carty $320.00

William Kelvin $3,000.00

Jane Charles $2,966.00

Yadab Paudel $1,697.00

 The committee approved all the Travel fund applications as presented.

* 1. PD Committee Chair Election for 2022-2025 term: the only nomination put forward was for Sarah Lublink. A poll was presented to the committee to vote on whether Dr. Lublink should remain as PD committee chair for another term. The results: 98% in favor and 8% abstain. The results will be sent to the Faculty Senate for final approval.
	2. Ancillary Funds: The current funds are almost depleted with $180 remaining. Some notable patterns: Most book requests were under $100 and most professional memberships were over $100 limit. Dr. Lublink will be presenting a new proposal to the Provost for next year’s budget which included these two question for the committee: 1) Should we use the same process for AY2022-2023, and 2) should we up the cap per item and/or up the overall budget?

The outcome of the discussion for the next year’s budget:

* Set the cap at $150 per item and $150 per person in the Fall. Those that reach the limits in the Fall can reapply in the Spring, subject to availability of funds. There will still be one application per item.
* The committee unanimously voted to ask to increase the budget to $10,000 for AY2022-2023.

* 1. Professional Development at FSW
		1. TLC Coordinators and workshop proposals
			+ It is proposed that the TLC Coordinators review proposals for workshop and report to PD Committee.
		2. Workshop certificate requirements
			+ An evaluation to be required for certificates for workshops. Dr. Jester to look into automating the process. This discussion will continue at the April meeting.
		3. Review Committee Charge and plan for 2022-2023
			+ Ongoing
1. New Business

No new business

1. Adjournment: Next meeting April 1st 1:00-2:00pm, same Zoom link.

Meeting adjourned at 2:02pm.