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

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| Location:  | Zoom: <https://fsw.zoom.us/j/87602090047>  |
| Date:  | January 6th, 2023 |
|  | 1:00-2:00 pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese | x |  |  | Katie O’Connor | x |  |  |
| Robert Cappetta | x |  |  | Brian O’Reilly | x |  |  |
| Brandi George | x |  |  | Scott Ortolano | x |  |  |
| Ed Hooks | x |  |  | Lenny Owens | x |  |  |
| Ivana Ilic | x |  |  | Kelly Roy | x |  |  |
| Sindee Karpel |  | x |  | Sandra Seifert | x |  |  |
| Monica Krupinski | x |  |  | Martin Tawil | x |  |  |
| Raymond Lenius | x |  |  | Angela Vitale |  |  | x |
| Lauren Madak | x |  |  |  |  |  |  |
| Sabine Maetzke | x |  |  |  |  |  |  |
| Sonji Nicholas | x |  |  |  |  |  |  |
| Alexandra Nikishin |  |  | x |  |  |  |  |

1. Call to Order: 1:00 pm Dr. Scott Ortolano
	1. Attendance (see above)
	2. Approval of December minutes: Prof. Ray Lenius made a motion to approve the minutes as presented and Prof. Jason Calabrese seconded
2. Information Items
	1. Dr. Brian O’Reilly, Professor of Criminal Justice, was welcomed to the committee
	2. Between the December 2022 and January 2023 PD Committee meetings, Prof. Calabrese’s revised application for travel in the Jan-March window, received a unanimous vote of approval via email
3. Action/Discussion Items
	1. Travel award information – There were no late applications for the January, February, March Travel Window since the last PD Committee meeting
	2. College-wide email from the PD Committee – This email will be sent to remind faculty of the rolling late application policy; the availability of ancillary funds; and the upcoming travel fund deadline of Friday, February 24. The PD Committee will periodically send email reminders to update faculty on available PD funding
	3. Planning for next year - The status of next year’s PD budget is unknown at this time. The funding window for PD travel from July –September, closes at the end of March 2023. Dr. Ortolano will request a meeting with Dr. Bilsky prior to the next PD meeting, at which he will request funding for FPD for the 2023/2024 academic year.
	4. Ancillary funds update – Faculty continue to submit applications and increasing the funding cap to $150.00 has proven beneficial. As of January 6, $2,316.17 has been disbursed to 18 individuals at an average rate of $128.68 per person.
	5. Discussion on increasing the funding cap – The Committee has decided to withdraw consideration of increasing the funding cap at this time
	6. The Southwest Florida Symposium on Teaching and Learning – This event is scheduled for February 3; the date of the next PD Committee meeting. Following discussion, Prof. Calabrese made a motion to cancel the PD meeting so that members could participate in the Symposium. Dr. Kelly Roy seconded; none were opposed; and the motion carried
4. TLC and TLC Coordinator Updates
	1. Dr. Martin Tawil – TLC would like to expand PD offerings such that workshops are under one umbrella and are inclusive and accessible to all staff and faculty; part time and full time. Canvas Catalog currently has limitations such as inaccessibility to adjuncts who are not teaching in a given semester. By Fall 2023, Dr. Tawil envisions having a PD calendar that is easily accessible, user friendly, and more automated. Ideas and input from staff, faculty, and HR are welcomed
	2. Dr. Kelly Roy – No update
	3. Dr. Sandra Seifert – Reminded Committee of the upcoming Symposium
	4. Dr. Monica Krupinski – New Faculty Seminar continues. Dr. Krupinski noted that funding for the closing seminar luncheon meeting is uncertain. She will forward a budget to Dr. Tawil who in turn, will request funding for this from the VPAA.
5. Adjournment: Next meeting is on February 3rd at 1 p.m. Prof. Lenius moved to adjourn the meeting and Dr. Roy seconded. The meeting adjourned at 2:00