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| **Professional Development Committee** **Meeting Agenda** |

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | September 1st,2023 |
|  | 2:00-3:30 pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese |  |  |  | Katie O’Connor |  |  |  |
| Robert Cappetta |  |  |  | Brian O’Reilly |  |  |  |
| Brandi George |  | X |  | Scott Ortolano |  |  |  |
| Ed Hooks |  |  |  | Lenny Owens |  |  |  |
| Ivana Ilic |  |  |  | Kelly Roy |  |  |  |
| Sindee Karpel |  |  |  | Sandra Seifert |  |  |  |
| Monica Krupinski |  |  |  | Angela Vitale |  |  |  |
| Raymond Lenius |  |  |  |  |  |  |  |
| Lauren Madak |  |  |  | Martin Tawil |  |  |  |
| Sabine Maetzke |  |  |  | Martin McClinton |  |  |  |
| Sonji Nicholas |  |  |  |  |  |  |  |
| Alexandra Nikishin |  | X |  |  |  |  |  |

1. Call to Order: 2:00 pm Dr. Scott Ortolano
	1. Approval of April minutes
2. Information Items
	1. Welcome guest Dr. Wendy Chase, who will talk to us about her exciting event coming up on September 29th! This is a wonderful PD opportunity that folks should consider getting involved with!
	2. New committee affiliates!
		1. Welcome Dr. Martin McClinton as a new Ex officio/non-voting member of the committee!
		2. Welcome Ms. Shantae Lawrence, who is now the Administrative Coordinator of the Center for Teaching and Learning Excellence.
	3. A thanks to Dr. Nicholas for her continued work as committee secretary!
	4. Discuss the FPD travel process in light of recent legislative changes.
	5. Review the new Qualtrics FPD travel form submission process
	6. Discuss funding for the 23-24 academic year.
	7. The PD Committee’s new PD Friday series.
	8. Discuss current FPD funding cap.
	9. Review late June-August applications approved under our rolling approval policy.
	10. Discuss how to handle rollover funds from the June-August travel window.
3. Action Items
	1. Discuss a potential new policy for late application approvals.
	2. Review potential wording changes about the late application policy in our monthly college-wide update.
	3. Discuss potential updates to the PD Committee Charge.
	4. Develop list of committee goals for the academic year.
	5. Review of applications for the October, November, and December travel window (supplementary material included in a separate zip folder)
4. CTLE Updates
5. Open Discussion/New Business
6. Adjournment: