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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561> | | | | | | | | |
| Date: | November 3rd,2023 | | | | | | | | |
|  | 2:00-3:30 pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |
| Jason Calabrese | |  |  |  | Katie O’Connor |  |  |  |
| Robert Cappetta | |  |  |  | Brian O’Reilly |  |  |  |
| Brandi George | |  |  |  | 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 | |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm.
   1. Approval of October minutes
2. Information Items
   1. Ancillary Fund is Up and Running Successfully!
   2. We haven’t Had Many FPD Travel Requests for the Jan, Feb, & March window yet.
   3. No late travel applications for the current window since our last meeting.
   4. Once the new TDX system goes live for the 24/25 funding year, the FPD travel form will appear in the “faculty forms” Portal card.
   5. I am planning to mock up an outline for our newsletter infographic over the winter break. Please just reach out if you are interested in being part of that effort.
3. Action/Discussion Items
   1. Continue discussion of potential PD Committee-sponsored PD Friday sessions for the spring. These sessions need to be finalized by the end of our meeting.
      1. Dates and times are subject to change. I just have the original information as a reference point for today’s conversation.
         * January 26th, 1 to 1:45 p.m.
           1. “How Do You Give Back?”
         * February 23rd, 1 to 1:45 p.m.

Prof Organization and Conference Conversations

* + - * March 22nd, 1 to 1:45 p.m.? (Maybe a Wednesday night?)
        1. Curriculum Vitae Workshop and Review

1. CTLE Updates
2. Open Discussion/New Business
   1. December 1st meeting will include a review of travel applications. Please remind your colleagues that November 24th is the travel application deadline for the Jan-March funding window.
3. Adjournment