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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | January 5th, 2024 |
|  | 2:00-3:30 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 |  |  | Angela Vitale |  |  | X |
| Raymond Lenius | X |  |  |  |  |  |  |
| Lauren Madak | X |  |  | Martin Tawil | X |  |  |
| Sabine Maetzke | X |  |  | Martin McClinton |  | X |  |
| Sonji Nicholas | X |  |  | Shantae Lawrence | X |  |  |
| Alexandra Nikishin | X |  |  | Jason Dudley | X |  |  |

1. Call to Order: 2:00 pm Scott Ortolano
	1. Attendance (see above)
	2. Approval of December minutes: No objections or corrections noted
2. Information Items
	1. Jason Dudley provided an overview of the new Team Dynamix Faculty Travel application. Areas addressed included the workflow process; plans for piloting and launching the program; faculty access to the program; and post submission review message. Discussion of the new form and its implementation followed Jason Dudley’s presentation.
	2. The Committee did a preliminary review of potential updates to faculty travel guidelines. A vote will be taken on the new guidelines at the next PD meeting.
	3. PD Committee Sponsored PD Sessions for Spring 2024 – The Roundtable scheduled for January 26, 2024 will be postponed until Fall 2024 due to a schedule conflict with the President’s State of the College address. The February and March sessions will proceed as planned.
3. Action/Discussion Items
	1. Dr. Ortolano moved that the Committee approve the new Team Dynamix application form for AY 2024-2025. There were no objections and the motion carried. Dr. Ortolano suggested conducting a test run of the system before it goes live. Department Chairs will be asked to participate in the soft launch.
	2. The Committee reviewed applications for PD Travel funding. All but (1) had been submitted on time. All applications were within budget and met current requirements. The Committee voted to fund all applications for this period. Rollover funds for January-March 2024 is $2682.83.

1. CTLE Updates
	* 1. Dr. Tawil noted that the CTLE will be sending out a call for proposals for the upcoming CTLE conference.
		2. The CTLE will be moving to Room Q223 in Spring 2024.
2. Adjournment: Next meeting is on 2/2/24. The meeting adjourned at 3:00 p.m.