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

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| Location: | Zoom: <https://fsw.zoom.us/j/87198908561>  |
| Date:  | March 1st, 2024 |
|  | 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 |  |  |  | Shantae Lawrence |  |  |  |
| Alexandra Nikishin |  |  |  |  |  |  |  |

1. Call to Order: 2:00 pm
	1. Review February minutes.
2. Information Items
	1. [Discuss 2nd pilot for the new Team Dynamix Faculty Travel Application](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=53874)
	2. Review ancillary fund approvals since the committee’s last meeting.
	3. Discuss this month’s PD Committee-Sponsored PD Friday Roundtable on joining professional organizations and attending academic conferences.
	4. Review membership needs for next year.
	5. Reminder about next PD Committee-sponsored PD session
		1. [March 20th, 4 to 5 p.m..-- “Telling Your Story: Advice on Creating and Revising Curriculum Vitae and Resumes,” A PD Committee-Sponsored Session—Via Zoom and in AA-168](https://fsw.catalog.instructure.com/browse/trainingcalendar/tlc/courses/telling-your-story-advice-on-creating-and-revising-curriculum-vitae-and-resumes-a-pd-committee-sponsored-session)
			* Presenters:
				1. Dr. Martin Tawil and Dr. Scott Ortolano
3. Action/Discussion Items
	1. Review and vote on Faculty PD Travel Requests for the April-May travel window.
	2. Officially adopt the Team Dynamic Faculty Travel Application (if a second vote is needed)
4. CTLE Updates
5. Adjournment: Next meeting is on April 5th