**PROFESSIONAL DEVELOPMENT COMMITTEE**

**October 23, 2009 – MINUTES**

Present: Katie Paschall, Chair Myra Walters John Connell

 Theo Koupelis Kath Miller

Minutes from September were read.

 No changes or additions were required. John made the motion they be approved. Myra seconded. The minutes were approved.

**Katie gave the Chair report**. She reminded the PDC that there will be no meetings in November because of Thanksgiving and no meetings in December because of semester break. PDC will meet again on January 22, 2010. Any business the committee must handle in November and December will be done by phone and e-mail.

Katie also reported that the TLC is still working on recording of workshops and making them available for faculty on all three campuses.

Katie also reported that the TLC in Collier is undergoing a revision. Collier has been assigned new rooms and is in the process of furnishing and decorating. A committee on that campus is in charge of the new TLC.

**Workshop suggestions:** Katie distributed Spring workshop suggestions that had been compiled from September PDC meeting and replies from Department Chairs.(Katie had asked each Chair for suggestions. ) These ideas were approved. John Connell suggested a new workshop focused on the State of the Campus which might be presented by Rick Parfit, Security Director. After some discussion, PDC decided that a better approach might be to focus on What Teachers can do in the Classroom to Promote Safety. Myra also reported that Kathy Morris be a part of the report because of a new systems of identifying and dealing with problem and/or troubled students.

Myra Walters suggested that names of possible presenters be included with the list of suggestions. This was agree upon. The final list will be sent to Pam Mangene in the TLC so that a schedule can be prepared for the Spring semester. (The list is attached.)

**NISOD Awards:** Katie reminded the committee that the NISOD nominations must be in by November 6. At that point, nomination forms will be sent to PDC members to review and make recommendations. PDC has received only two nominations at the time of the meeting. It was agreed that no discussion should be had until all nominations were received though one candidate was recognized as a strong contender. Katie will make certain that each member receives the nominations. PDC will need to make its recommendations before Thanksgiving break because a final selection will be made by December 1.

Katie distributed the nominations forms and requirements so that the members could review each. The PDC may select up to two people to receive the award. Myra asked if the PDC had to select two. It is the Chair’s understanding that the committee may select one person or no persons if qualifications were not met.

 The committee discussed the fact that only two nominations had been received. Myra reminded the PDC that in the past many nominations were received. It was suggested that most faculty were extremely busy and had not had the time to go through the nomination process. Many faculty are now also serving on various committees and the amount of time and work required had become a factor.

Theo asked about another meeting time much like the Friday afternoon reserved for meetings. There was some speculation about a Wednesday afternoon. Kath Miller suggested that with the increased enrollment, it might be difficult to set aside time just for meetings. Myra, however, indicated that the time was needed because of the committees’ time commitments. Another suggestion offered was that classes be only four days a week reserving the entire Friday for meetings. Katie reported that she is having problems getting members of another committee she chairs to attend meetings. This is because of various scheduling problems, not lack of commitment on the part of members. Theo suggested that people be placed or volunteer for committees that allow for their schedules. All agreed that meetings and schedules are becoming a problem and a better system would allow for greater participation, better outcomes and greater satisfaction.

Katie reminded the PDC that the existing rules for selection were in place for this year. The PDC will need to finalize new nomination requirements discussed in September. These new requirements will be in place for the new PDC. In September, the PDC decided that nominations needed to be based on the four Faculty Portfolio requirements(as exists in current nomination form) and that PDC be allowed to look at portfolios or other forms of evidence. As it stands now, PDC reads the recommendation of the nominator. Sometimes we know the candidates. Sometimes we do not. Myra suggested that the award could be based on the candidates work in one area focusing on his/her impact on Edison State College.

Myra suggested that a copy of the nominations be sent to each nominee for inclusion in the Portfolio. The committee agreed.

Katie asked that the PDC review each nomination after the deadline and make a recommendation.

**Mission Statement:** Katie told the committee that PDC will need to write a Mission Statement. It will not be worked on until the spring. Kath Miller volunteered to write the statement with suggestions from other PDC members. She was heartily thanked.

The meeting was adjourned.

Respectfully submitted,

Katie Paschall