

## *Minutes*

### Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

April 19, 2013 at 1:00 p.m. in I-122

|                              | <b>Present</b> | <b>Absent</b> | <b>Excused</b> |                               | <b>Present</b> | <b>Absent</b> | <b>Excused</b> |
|------------------------------|----------------|---------------|----------------|-------------------------------|----------------|---------------|----------------|
| <b><u>Administration</u></b> |                |               |                | Phil Wiseley                  | X              |               |                |
| Theo Koupelis                |                | X             |                | Raymond Lenius                | X              |               |                |
| <b><u>Faculty</u></b>        |                |               |                | Sarah Lublink                 | X              |               |                |
| Munir Al-Suleh               |                | X             |                | <b><u>Staff</u></b>           |                |               |                |
| Jason Calabrese              | X              |               |                | Rudy Moreira                  | X              |               |                |
| John Connell                 | X              |               |                | Michelle Fanslau              | X              |               |                |
| Laurice Garrett              | X              |               |                | Michelle Propper              | X              |               |                |
| Rebecca Gubitti              | X              |               |                |                               |                |               |                |
| Michael Nisson               |                | X             |                | <b><u>Adjunct Faculty</u></b> |                |               |                |
| Marjorie Moller              | X              |               |                |                               |                |               |                |
| Brian Page                   | X              |               |                | <b><u>Guests</u></b>          |                |               |                |
| Katie Paschall               | X              |               |                | Mike Witty                    | X              |               |                |
| Caroline Seefchak            | X              |               |                | Erin Harrel                   | X              |               |                |
| Sandra Seifert               | X              |               |                | Eileen DeLuca                 | X              |               |                |
| Laura Weir                   |                |               | X              | Don Ransford                  | X              |               |                |
| Catherine Wilkins            | X              |               |                |                               |                |               |                |

- I) The Meeting was called to order at 1:00 PM
- II) The first order of business was the presentation of the Best Workshop in the TLC award. Dr. Rebecca Gubitti was named the first-ever recipient of this award, which honors the person who has given the workshop rated most effective by its participants in the course of a single semester. Drs. DeLuca and Harrel were in attendance, and presented Dr. Gubitti with an engraved plaque. The committee thanked Dr. Gubitti for her outstanding work in the TLC, and also expressed gratitude to Rudy Moreira, for coming up with the idea for the award.

III) Attendance and Approval of March Minutes – Attendance was taken. A motion was taken to approve March’s minutes, seconded, and voted upon. The motion was unanimously approved.

IV) Old Business

A) TLC Subcommittee Updates

1) Website - all suggested changes have been made

2) Outreach – marketing is working on new promotional materials for the TLC

V) New Business

A) Election of Committee Chair. A call for nominations for committee chair went out in the March meeting, and was reiterated again at this meeting. Dr. Wilkins was the only member nominated for the position of chair. A vote was taken, and Dr. Wilkins was unanimously re-elected to the position of committee chair.

B) TLC Content Update. Mr. Moreira has developed a prototype for a TLC workshop catalogue that encompasses past workshops held at the TLC, and feedback from committee members regarding workshops they’d like to see in the future. The TLC Content subcommittee planned to meet after the committee meeting disbanded to give feedback on the catalogue and potentially approve it for print and online release.

C) Discussion of Draft for SPD Fund COP. The committee has worked on developing a new COP to address the distribution of SPD funds in case our proposal for individual professional development budgets is rejected by the administration. The new COP would attempt to regulate and make more transparent the process by which professional development funds are distributed

by including detailed information on funding deadlines, budgets, and how funding is prioritized. After some conversation and revision, an edited draft of the proposed COP was developed. A motion was made to accept the revised COP so long as the new Provost, Dr. Wright, agreed that we would be able to roll over funds from one academic year to the next (a key component of the proposed COP). If not, an alternative COP would be adopted. The motion was seconded, voted on, and unanimously approved. (Seefchak, Gubitti)

VI) Looking Ahead

- A) Ideas for next year. Don Ransford visited the committee to share ideas regarding the development of an adjunct certification process, complete with higher pay for adjuncts (and maybe full time faculty?) who had completed the program. He also proposed a certification program for faculty interested in committee work and/or leadership roles at the college. Finally, Professor Ransford suggested that we look into membership in a group that help us bring speakers/presenters to the college for a flat fee. The committee agreed that we would investigate the development of these and other ideas the fall.
- B) Having no further business, the meeting was adjourned at 2:05 PM.