

Professional Development Committee Meeting Minutes

Sept. 21, 2012

The meeting was called to order at 1:00 PM by outgoing chair Caroline Seefchak. Additional members in attendance were: John Connell, Michelle Fanslau, Laurice Garrett, Marjorie Moller, Laura Weir, Rebecca Gubitti, Jason Calabrese, Phil Wisely, Rudy Moreira, and Catherine Wilkins.

The first order of business was to elect a new chair. Prof. Seefchak nominated Catherine Wilkins. There were no further nominations. A vote was held and Prof. Wilkins was unanimously elected as chair.

The next order of business was to address any immediate concerns. Ms. Fanslau raised two imminent issues:

1. The fall SPD travel grant deadline was rapidly approaching. In the past, the grant money has sometimes run out very early in the year, so Ms. Fanslau has been dividing the full budget in half to ensure that funds will remain for the spring. Nevertheless, some requests have been turned down. Since some departments have travel budgets and others do not, it might be useful to clarify the procedure by which faculty should apply for funds – should the department be petitioned first, or the school-wide SPD fund? Why do some departments have a travel fund, and others do not? Should SPD funds be divided equally between faculty and staff?
2. The deadline for nominations for the NISOD award is approaching (early December). It will be necessary to send announcements immediately, via email blasts and a website banner, soliciting nominations. A subcommittee will need to be formed to review faculty portfolios. In the future, the committee may want to revisit the process by which nominations are received and how they are judged. The suggestion was made to convene a panel of past NISOD award winners to review the nominations and faculty portfolios.

Prof. Garrett also suggested that the committee take into account Dr. Harrel's suggestions for disciplinary distribution of membership to ensure that we are truly representing all faculty and departmental interests.

A major project we will engage in this year is revisiting the TLC and Professional Development Committee materials (including the website) to eliminate outdated information and perhaps retool the responsibilities and procedures of the committee.

It will also be important to coordinate the committee's efforts with those of Mr. Moriera, to develop useful workshops, incentives for faculty participation, and functional assessment tools.

At 2:05 PM, there was a motion to conclude the meeting. The motion was seconded, and the meeting was called to a close.