***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

January 17, 2014 at 1:00 p.m. in I-122

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Administration** |  |  |  |
| Theo Koupelis |  |  | X |
| **Faculty** |  |  |  |
| Munir Al-Suleh  |  | X |  |
| Jason Calabrese | X |  |  |
| John Connell | X |  |  |
| Laurice Garrett | X |  |  |
| Rebecca Gubitti | X |  |  |
| Michael Nisson |  |  | X |
| John McKenzie | X |  |  |
| Brian Page | X |  |  |
| Katie Paschall  | X |  |  |
| Phil Wiseley | X |  |  |
| Sandra Seifert | X |  |  |
| Catherine Wilkins | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Michael Witty | X |  |  |
| Raymond Lenius | X |  |  |
| Sarah Lublink | X |  |  |
| Tim Bishop | X |  |  |
| **Staff** |  |  |  |
| Michelle Fanslau | X |  |  |
| Thomas Turano | X |  |  |
| Melissa Rizzuto | X |  |  |
| **Adjunct Faculty** |  |  |  |
| Michelle Propper | X |  |  |
| **Guests** |  |  |  |
|  |  |  |  |

1. Call to order
2. Attendance and approval of November Minutes. The meeting was called to order at 1:00 PM and attendance was taken. November’s minutes were voted on an unanimously approved.
3. Discussion items
4. NISOD Nominations: review and voting. For the first time this year, staff were nominated alongside faculty for the NISOD award. As a committee, we discussed whether or not we wanted to reserve one award for faculty and one for staff, or just vote on the two best nominees. It was unanimously agreed that we would simply select the two best candidates, regardless of their job classification. A vote was taken, and the two candidates who received the most votes were Debra Kelly and Dana Roes. The committee recommends that we prepare certificates for all those nominated for a NISOD, as well as request a reception for NISOD nominees. In the future, we may wish to consider asking the library to post a notification about NISOD nominations on their website and on computer screens in the library foyer, as well as asking student government to help publicize the nomination opportunity.
5. TLC
6. Focus group results and ideas: Many good ideas came out of the 8+ focus group sessions, which included full-time and adjunct faculty from all campuses. Three major topics that repeatedly came up: community, workshop format, presenters. In reviewing the results of the focus group, we developed several conclusions. One is that more types of workshops are needed. Should better identify workshop types in advertising (eg, lecture/presentation, brown bag lunch, roundtable discussions, workshops open to students). Potential topics could be borrowed from Great Teachers Seminar.
7. Physical space update: According to Dr. Wright, “there is some possibility that during the 2014-2015 academic year we could be undergoing a massive construction project involving H building.  We have to convince the State to give us a whole bunch of $ to redo science labs etc.  If that were to happen, we would have to use I first floor to move staff (no choice here) until the project is done.   We do need a dedicated PD space and I will be working on that if we suddenly get big $.  Until then, nothing changes.” The committee developed recommendations for Dr. Wright on our space issue. We would like to request a centralized and dedicated location for PD, with two rooms – one small, for intimate gatherings/workshop formats, and one larger and technologically equipped for group presentations.
8. Recommendations for incentives: recognition is huge. Have already asked Dr. Wright to include best workshop awards at convocation. Thank you luncheon for presenters and reimbursement of mileage for presenters to go to other campuses (interactive better than polycom) approved as possible incentives and will be presented to Dr. Wright. We will also request a budget from Dr. Wright for outside presenters. The idea of presenters possibly earning extra points in travel award application has been tabled until next month.
9. Website content: Instead of focusing on rebrand, why not just show that we have changed? We need to have better stuff on the website to attract more people there and make it useful. Need online repository of training and development resources/archives. Canvas sites for certain training. Concierge service – eg, specialized, one-on-one training? As part of web redesign, have presenter pics and bios included – they are now part of email updates.
10. FPD travel award ranking rubric update – Jon and Mike distributed a draft of their new rubric for us to revise and discuss at the next meeting. Reviewing summer apps in March. Can consider how the rubric would work when reviewing these applications.