***Minutes***

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

February 21, 2014 at 1:00 p.m. in I-122

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |
| Jon 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 |  |  |
| Michelle Propper | X |  |  |
|  |  |  |  |
| **Guests** |  |  |  |
|  |  |  |  |

1. Call to order: The meeting was called to order at 1:00 PM.
2. Attendance and approval of January Minutes. Attendance was taken. January’s minutes were voted on and unanimously approved.
3. Information Items
4. Travel Rubric options to review before next meeting. The original travel rubric draft designed by Mike Witty and Jon McKenzie and the modification draft designed by Sarah Lublink and Catherine Wilkins were discussed. Committee members suggested improvements, including attaching the workshop proposal form to the application and ways to encourage post-conference presentations. ACTION ITEM: Wilkins will work on revising the draft rubric and will disseminate it with these minutes.
5. Term limits/election. Several committee members and the chair are nearing the ends of their terms. Some are eligible to serve another term. Those who are not will step down if there are other faculty members eager to take their place. Katie Paschall has volunteered to vacate her seat. Wilkins is happy to serve another term as chair, but also encouraged any other interested parties to run, stating that new ideas and fresh leadership would be beneficial to the committee. ACTION ITEM: Wilkins will contact Faculty Senate leadership to solicit interested volunteers. If there are no volunteers for new membership, existing members at the end of their term limits will be eligible to stay on. ACTION ITEM: Nominations for chair will be taken at the March meeting. If needed, a vote will be held at the April meeting.
6. Discussion items
7. TLC
8. TLC temporarily moving upstairs. Due to building renovations on campus, the TLC will be relocated to the board room on the second floor of I building. Dr. Wright is providing a budget for room modifications to make it useful. He has said that this will be the “temporary permanent” home of the TLC. Melissa and Thomas are working with JR in facilities to ensure the room has appropriate technology and furnishings.
9. Revisions to workshop proposal form. Melissa has modified the workshop proposal form to reflect the information gleaned from the focus groups. The committee reviewed the changes and suggested that the part of the form that requests Learning Objectives be broadened to also accept Goals or Expectations. The committee also expressed confusion over the language used in the question about Polycom participation, and requested that the phrase “face to face only” be struck.
10. Determining “Best Workshop” winners. Criteria for the best workshop were discussed. This year, the award will be determined by total number of “Excellent” ratings. Next year, the committee suggests that the workshop evaluation form be modified to state that data on the form will be used to determine the Best Workshop Award. A check box should be added to the bottom of the form, with a statement like, “This workshop should be considered for the Best Workshop Award.” There should then be space given for the participant to explain why. Evaluation forms with this box checked will be saved. To determine the winner, we will divide evaluation forms collected by number of workshop participants to determine a percentage. If there is a tie (highest percentage), comments will be used to determine the winner. ACTION ITEM: Rizzuto will modify the form accordingly.
11. Fall 2014 Duty Days. Dr. Wright has requested feedback on Fall Duty Days calendar. Committee members state that we need sessions on Canvas training and new faculty training, in addition to the assessment and SLS bootcamp already planned.