

## *Minutes*

Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

January 18, 2013 at 1:00 p.m. in I-122

	Present	Absent	Excused		Present	Absent	Excused
<b><u>Administration</u></b>				Phil Wiseley	X		
Theo Koupelis		X		Michelle Propper			X
<b><u>Faculty</u></b>				Raymond Lenius	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						
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						
Caroline Seefchak	X						
Sandra Seifert	X						
Laura Weir	X						
Catherine Wilkins	X						

- I. The minutes from the November 16, 2012 meeting were unanimously approved. (Garrett, Page)
- II. Reports/Old Business
  - A) SPD Travel Funds update: Fanslau reported on the current budget shortfall, explaining that there was \$20,827.32 left in the general fund for the spring semester, and she had already received requests for funding totaling \$24,005.57. There is a week remaining before the deadline for spring requests, and we are unsure if we will also have to fund NISOD travel from this budget. Fanslau stated that she was reviewing potential sources for additional funds and would report back to the committee chair. Wilkins volunteered to help Fanslau seek alternative funding from department chairs and school deans, and to let the committee know if it seemed we would have to prioritize requests and potentially deny some faculty members. A motion was made to allow Fanslau and Wilkins to work on finding funds and granting travel requests between now and the February committee meeting (Garrett, Seefchak). The motion passed unanimously.
  - B) NISOD Update: the committee choices for nominees were submitted to the VPAA and the official announcement is forthcoming.
- III. New Business
  - A) Discussion of draft document re: SPD Fund Recommendation. The committee reviewed the draft document composed by the SPD subcommittee over the break. Suggestions were made to revise

the document as follows: individual roll-overs would be eliminated. Faculty who do not use their stipend would forfeit it to a general pool, to which other faculty could apply for financial assistance for larger expenditures. Faculty should submit a plan of expenditure to their chair in advance to ensure that s/he is participating in acceptable PD. Wording regarding what will not be reimbursed should be revised to be more specific. All of the changes were adopted, and a motion was made to vote on the revised document (Garrett, Wiseley). The motion passed unanimously. **Action Item: Wilkins will submit the revised draft to the VPAA for consideration.**

B) TLC issues/subcommittee tasking. Moreira reported on the most pressing needs facing the TLC: logo/marketing, development of a bulletin and workshop catalogue, obtaining/improving upon different technological modalities and increasing variety of media for delivery, and website revision. Subcommittees were formed to address the following issues:

- 1) Content: Garrett, Page, Gubitti
- 2) Outreach and Incentives: Moller, Wilkins
- 3) Website: Wiseley, Lenius, Al-Suleh

**Action Item: Wilkins will develop and distribute preliminary subcommittee missions and topics for discussion.**

IV. There being no further business, the meeting adjourned at approximately 2:00 p.m. The next meeting is scheduled for February 15, 2013, at 1:00 p.m. in I-122.