****Professional Development Committee Meeting Minutes**

**Date:** September 19, 2014, 1:00 p.m.

**Location:** Lee I-122

**Chair:** Dr. Catherine Wilkins

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Al-Suleh, Max |  | X |  |
| Bishop, Tim | X |  |  |
| Calabrese, Jason |  | X |  |
| Connell, John | X |  |  |
| Fanslau, Michelle |  |  | X |
| Gubitti, Rebecca | X |  |  |
| Huang, Li | X |  |  |
| Koupelis, Theo |  |  | X |
| Kulpanowski, Dawn | X |  |  |
| Lenius, Raymond | X |  |  |
| Magomo, Douglas | X |  |  |
| McKenzie, Jon | X |  |  |
| Mompoint, Myriam | X |  |  |
| Nisson, Michael | X |  |  |
| Page, Brian | X |  |  |
| Propper, Michelle |  |  | X |
| Rizzuto, Melissa | X |  |  |
| Turano, Thomas | X |  |  |
| Wilkins, Catherine | X |  |  |
| Wiseley, Phil | X |  |  |
| Witty, Michael | X |  |  |
| Zaragoza, Juan | X |  |  |

1. Call to order. The meeting was called to order at 1:00 PM.
2. Attendance and approval of April Minutes. The committee members introduced themselves, and new members were welcomed. Dr. Wilkins had forgotten to distribute April’s minutes, so the approval of these minutes was delayed.
3. Information Items
4. TLC Updates
5. Location. The TLC will be moving to AA-168, at a future time still to be determined. However, Melissa, Thomas, and Catherine worked with facilities over the summer on the plan for the room (including furnishings, technology needs, etc.). The committee was shown the current plan for the room.
6. Website. Melissa, Thomas, and Catherine met with the web design team over the summer to work on the changes that the committee had approved (including consolidation of directory listing, expert network, and training dossier). With the departure of the webmaster Daniel, there has been a delay in the rollout. We had hoped it would be done by now. There are some signs that there’s progress being made, but we don’t have a date by which we can expect the whole project to be done.
7. Data from Spring. We looked at attendance numbers from last year’s workshop. We will use this data going forward not only to consider which workshops are most popular (eg, subjects for which there is a strong demand) but also to try to figure out why people come to some workshops for which they haven’t registered and, likewise, why they do not attend workshops that they did register for. Ray Lenius said that registrants used to receive email reminders about upcoming workshops, but don’t anymore. Melissa and Thomas will look into this.
8. Current offerings. Off to a good start for the year. Portfolio workshop series has been well received.
9. Best workshop awards. Stacey Brown was announced as the best workshop award recipient for the Spring. Dr. Wright will be giving out the Best Workshop awards at the Oct. 3 Faculty Senate meeting (1 PM, AA-177).
10. Discussion items
11. FPD Fall Travel Requests. We reviewed the requests for Fall travel funds. Our budget for the fall was $17847.60. When all applications were considered, we found ourselves $6422.19 over budget. While reviewing the applications and considering how the rubric was working, the committee made four important movements: 1) We would not consider late applications. 2) We reserve the right to review the point totals that faculty have assigned themselves, and modify the point total in cases of inaccuracies. 3) In the event of a tie in the point value of the applications, preference would be given to a faculty member who is presenting (Lenius). 4) In the event that we did not have the budget to fully fund a single application, we would offer partial funding to the faculty member. If s/he declined, the remaining balance would be rolled forward to the next semester (Wiseley). All of the votes were unanimous. When it comes time to remind faculty of the next deadline for applications, we will send a more detailed email, emphasizing the importance of following the rules/process set out in the FPD guidelines.
12. TLC
13. Requests/ideas for new workshops. Zaragoza recommended that we offer workshops on the LOG to the Communities of Practice.
14. Communities of practice and voluntary peer teaching evaluations? We will make the Communities of Practice a priority this year.
15. Having no further business, the meeting was called to an end at 2 PM.