****Professional Development Committee Meeting Minutes**

**Date:** October 17, 2014, 1:00 p.m.

**Location:** Lee I-122

**Chair:** Dr. Catherine Wilkins

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Al-Suleh, Max |  | X |  |
| Bishop, Tim | X |  |  |
| Calabrese, Jason |  |  | X |
| Connell, John | X |  |  |
| Devine, Joanne |  | 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 |
| 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 and September Minutes. The minutes were unanimously approved.
3. Information Items
4. Best workshop awards. Awards were given by Dr. Wright at the Oct. 3 Faculty Senate meeting to Stacey Brown, Sarah Lublink, and Catherine Wilkins. At our January meeting, we will be reviewing workshop data from Fall and discussing the best workshop from this semester. We can also discuss, at that time, what we think is the most appropriate venue for the awards to be presented.
5. TLC location update. JR met with Melissa, Thomas, and Catherine after our last committee meeting to finalize the room plan, furniture needs, and budget. He will be bringing in samples for the committee to examine in upcoming weeks.
6. Discussion items
7. TLC
8. Website, faculty directory. We are working with Monique Ward to update the faculty directory, consolidating the expert’s network with the training records and providing an opportunity for faculty to develop a web presence. We asked for volunteers from the committee to work with Monique, reviewing the website modifications and making suggestions for further development/changes. Mike Witty, Phil Wiseley, and Ray Lenius volunteered.
9. PD emails. Thomas has been working on a format for a monthly PD newsletter to be delivered via email. The committee suggested what should be included: faculty spotlight, events (non-workshop) around campus, who is traveling this month, overview of the month’s PD sessions, highlighted workshop.
10. Requests/ideas for new workshops and online resources. Melissa has been test driving an on-demand workshop/seminar subscription service, which she demonstrated for the committee. This would supplement the already-existing online courses that we offer (currently only 2, but 3 others being piloted). The annual subscription costs $1697. There may be money in Michelle’s budget; alternately, Dean Mary Myers may be able to help with the expense, since several of the online workshops pertain to online teaching.
11. Developing workshop series – the role of the committee. We discussed the need to clarify the role of the committee in regard to offering faculty professional development. There have been a few events recently that have been open to staff and students, and that have raised some questions about our level of involvement. It seems clear to the committee that there needs to be a separate staff professional development committee, and that we need to work on better advertising our mission/scope of our services. We also discussed our advertising of PD opportunities offered off-site, and agreed that we will continue to notify faculty of these opportunities, but we will be careful to state that certificates will not be awarded (though faculty can record their participation in these events to include in their portfolios).
12. Communities of practice and voluntary peer teaching evaluations. This item of discussion was delayed until the next meeting.
13. Having no further business, the meeting was called to an end at 2 PM. Items of business for the November meeting will include review of applications for Spring travel awards and the NISOD nomination process.