****Professional Development Committee Meeting Minutes**

**Date:** March 20, 2015, 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 |  |  |  |
| Page, Brian  | X |  |  |
| Rizzuto, Melissa | X |  |  |
| Wilkins, Catherine | X |  |  |
| Wiseley, Phil | X |  |  |
| Witty, Michael |  |  |  |
| Zaragoza, Juan |  |  |  |

1. Call to order. The meeting was called to order at 1:00 PM.
2. Attendance and approval of January Minutes. The minutes were unanimously approved.
3. Information Items
4. Search for Coordinator, Faculty Development and Training. The search to fill Thomas Turano’s former position has been completed. Rebecca Yost (currently a course designer with FSW online) was selected for the position. She will transition into this new job in April. In the meantime, she will begin attending our PD committee meetings next month.
5. Web Committee Update. Some improvements to the website have been made, particularly relating to Online Professional Development. A tab with that label has been created for the TLC homepage, and now directs the user to paced and self-paced online courses, online video seminars, and online instructor certification. This page will provide access to the Magna Commons database of online PD opportunities, as well as a tutorial for how to use this new resource.
6. Discussion items
7. Review of Magna Commons tutorial. Melissa showed the committee the tutorial she designed for the new Magna Commons Online PD database. The committee highly praised the tutorial as easy to understand and direct in nature. The tutorial also features instructions for faculty who wish to receive PD credit for their participation in these online trainings. The tutorial is already up on the TLC homepage, and faculty can already access Magna Commons – they just don’t know it yet. The committee discussed plans to share news of this new resource with faculty; Melissa will send out an email announcement about it next week, “so faculty can check it out over spring break.”
8. Faculty profile template. Melissa shared the infographics she had developed based on the committee’s recommendations for the faculty profile. The potential template includes tabs for the faculty’s contact information, picture, CV, PD history, expertise, and external website. Catherine took suggestions from the committee on potential guidelines for use and will compose a list of recommendations/rules. Melissa, Catherine, and the website subcommittee will be attending the Academic Technology Committee meeting today to share the draft profile template with that committee and coordinate with them on finalizing it before sharing with Dr. Wright.
9. Fall 2014 Best Workshop Award. The committee discussed the nominations from the Fall 2014 workshops and identified criteria with which the workshops should be ranked. The committee decided to consider two things, primarily: number of nominations as a percentage of number of workshop attendees, and quality of the nominations. The committee also discussed the difficulty of “events/series” such as the Adjunct Institute, which is actually several workshops presented in a conference style. We determined that, in order to fairly consider such events, we will need to evaluate each presentation (workshop) on an individual basis, instead of requesting one evaluation for the entire event. Among the individual workshops, SafeZone Ally Training, presented by Sarah Lublink, Caroline Seefchak, Bonnie Lawler, and Catherine Wilkins (11/6/2014), was selected as the Fall 2014 Best Workshop award winner.
10. Future meetings: March – summer travel applications and possible rubric revisions. April – planning for fall duty days and 2015-16.
11. Having no further business, the meeting was called to an end at 2:00 PM.