****Professional Development Committee Meeting Minutes**

**Date:** March 20, 2015, 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 |  |  |
| 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 |  |  |
| Wilkins, Catherine | X |  |  |
| Wiseley, Phil | X |  |  |
| Witty, Michael | X |  |  |
| Yost, Rebecca | X |  |  |
| Zaragoza, Juan | X |  |  |

1. Call to order. The meeting was called to order at 1:00 PM.
2. Attendance and approval of March’s Minutes. The minutes were approved uanimously.
3. Information Items
4. TLC Location Update. The new TLC (AA-168) is almost ready to be debuted. Melissa, Catherine, and Rebecca were able to tour the space. While all the furniture is in place and looks good, the technology for the room is not fully ready to go. We’re hoping its done by the end of the month. The new TLC will be available to tour at the appreciation luncheon on 4/27. Soft opening over the summer, grand opening in August.
5. TLC Appreciation Luncheon

To be held April 27, 11:30-1 PM. Italian buffet. Dr. Wright will be giving certificates of appreciation to people who have facilitated workshops, to the NISOD winners, and to members of the PD Committee.

1. Discussion items
2. Planning for fall duty days. The committee came up with a list of topics for fall duty days, including: Intro to Assessment, SEE workshops, Canvas for Ground Instructors, Intro to Magna Commons, Intro to Library Services, How to Apply for FPD funds, General Update Session (eg, Title IX, public safety, etc.), and Evaluation/Portfolio
3. Discussion of FPD travel rubric for the future. We made a few changes, including a more detailed set of instructions, and adding eligibility of travel for research purposes.
4. Election of new committee chair. Rebecca Gubitti, Phil Wiseley, and Jon McKenzie were nominated. Rebecca and Phil deferred, and Jon accepted. Jon McKenzie will be the new committee chair for 2015-16 and 2016-17.
5. Having no further business, the meeting was called to an end at 2:00 PM.