

## *Minutes*

### Professional Development Committee Meeting

Dr. Catherine Wilkins, Chair

March 15, 2013 at 1:00 p.m. in I-122

	<b>Present</b>	<b>Absent</b>	<b>Excused</b>		<b>Present</b>	<b>Absent</b>	<b>Excused</b>
<b><u>Administration</u></b>				Phil Wiseley			X
Theo Koupelis		X		Raymond Lenius	X		
<b><u>Faculty</u></b>							
Munir Al-Suleh		X		<b><u>Staff</u></b>			
Jason Calabrese			X	Rudy Moreira	X		
John Connell			X	Michelle Fanslau	X		
Laurice Garrett	X			Michelle Propper	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			Sarah Lublink	X		
Caroline Seefchak			X				
Sandra Seifert	X						
Laura Weir	X						
Catherine Wilkins	X						

- I) The Meeting was called to order at 1:00 PM
- II) Attendance and Approval of February Minutes – Attendance was taken. A motion was taken to approve February’s minutes, seconded, and voted upon. (Garrett, Weir)  
The motion was unanimously approved.
- III) Old Business
  - A) TLC Subcommittee Updates
    - 1) Content: the content subcommittee reported that they met in mid-February and established some desired categories by which we could organize new and existing content for the TLC. Those categories are: Scholarship/Research (ongoing academic projects, new research in one’s field, etc.); Technology

(hardware and software training and best use practices); Pedagogy (QEP, classroom management, presentation, course materials); Leadership; Assessment (what is assessment, self-assessment, classroom assessment techniques); Communities of Practice; and Adjunct Certificate. We discussed how to define each of these categories (see parenthetical notations above), and agreed that some workshops would find overlap in multiple categories. We discussed expanding the types of communities of practice to include one for each academic discipline as well as one for degree completion and adjuncts.

**ACTION ITEM: All committee members** should peruse the catalogue of workshop offerings from Valencia College that Rudy Moreira has shared with us. It also includes a list of workshops that have been historically offered. Pick a few workshops from this resource that are of interest to you or you think would be helpful to have here at ESC and/or develop your own workshop title and brief description (1-2 sentences), and email to Wilkins in advance of the next meeting. We will be attempting to develop our own catalogue of TLC offerings.

- 2) Website: The website subcommittee also met in February to propose content changes to the TLC's website, updating current information, modifying organization, and suggesting future content changes. To date, most all of the content changes have been made. We are planning to work with the web designer Daniel to address formatting issues.
- 3) Outreach: the outreach subcommittee planned to meet with Teresa Morgenstern later this afternoon to discuss the development of a new TLC

logo, new formatting for workshop schedule emails, an online newsletter, and a new certificate design.

IV) New Business

A) SPD travel request: an unusual travel request was brought before the committee to be discussed as a group. The committee voted not to fund this particular request in large part due to the precedent it might set, but agreed that the proposal had raised issues we needed to address (international travel, summer travel, problem of early deadlines for funding, lack of clear, published criteria for approving travel awards in the COP) in case the model of individual PD budgets is not ultimately approved by the administration. **ACTION ITEM: Wilkins** will work on developing a basic COP that outlines the award process and will distribute it to committee members in advance of the April meeting. **Committee members** should also email Wilkins with suggestions re: the proposed COP in advance of that meeting.

B) TLC Recognition Award: The committee praised Rudy Moreira for his initiative in proposing a recognition program for outstanding TLC workshops. Moreira proposed that each semester, the person whose workshop had been rated “most effective” through post-workshop surveys be presented with a plaque signed by the VPAA and the chair of Professional Development Committee acknowledging his/her outstanding work. This plaque would be hung in the TLC. Dr. Harrel approved of this idea and provided a budget for it.

V) Having no further business, a motion was made to adjourn the meeting at 1:58 PM, was seconded, voted upon, and approved. (Weir, Lenius)