**Professional Development Committee Meeting**

November 17, 2017 12:30 – 1:30 PM Lee AA-168 TLC

**Agenda**

1. Call to order
2. Attendance and approval of October Minutes
3. Announcements
4. TLC Update for AY2017-18 (will be provided at Jan 2018 meeting)
5. Application deadlines for this academic year:
   1. Summer Travel – Friday, March 2, 2018 (due to Spring Break being the following week)
6. Old Business
7. Funding applications going to one site [TLC@fsw.edu](mailto:TLC@fsw.edu) working well
8. On-going question: What to do with travel that is early in the semester?

(this will be discussed under New Business when rubric/criteria readdressed)

1. New Business
2. **Vote on travel awards for Spring 2018 (All) PRIORITY #1**

**Please review each application fully and not just the spreadsheet – we currently have $16,663.87 OVER budget requests for Spring funding so we are going to have to do some cuts according to our guidelines. This could be difficult, so please come prepared with your review comments.**

**This agenda item is Priority #1 – it could take up the entire meeting time – please be patient and understanding. ☺**

1. Discuss updates to travel award rubric & guidelines for early travel (Recognition Subcommittee)
   1. Add dates to the form
   2. Revisit rubric criteria:

Presentations (accepted proposal/submitted proposal?)

TLC/Dept Meeting Presentations

Received money for previous semester

1. Discuss subcommittee feedback on PD committee charge (All)
2. Master Teachers for AY 2018-2019
3. Excellence Award Nominations open until December 31, 2017
4. PD Days

January 2-5, 2018

Discuss ideas for Fall Duty Days – new ideas, vision for how these will be scheduled (Programming and Marketing Sub-Committees)

1. Other?
2. Subcommittees Breakout Sessions:

**PR, Marketing and Infrastructure**

**Assessment and Programming**

**Faculty Recognition**

1. Adjournment