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| **Professional Development Committee**  **Meeting Minutes** |

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|  | Present | Excused | Absent |  | Present | Excused | Absent |
| Anne Angstrom | x |  |  | Lauren Madak | x |  |  |
| Jason Calabrese | x |  |  | Sabine Maetzke | x |  |  |
| Catherine Carney | x |  |  | Sonji Nicholas | x |  |  |
| Tina Churchill | x |  |  | Alexandra Nikishin | x |  |  |
| Ronald Doiron |  | x |  | Scott Ortolano | x |  |  |
| Brandi George | x |  |  | Jennifer Patterson | x |  |  |
| Ivana Ilic |  | x |  | Debbie Psihountas | x |  |  |
| Sindee Karpel | x |  |  | Angela Vitale |  | x |  |
| Raymond Lenius | x |  |  | Kelly Westfield | x |  |  |
| Sarah Lublink | x |  |  |  |  |  |  |

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| Location: | <https://fsw.zoom.us/j/94411446259> |
| Date: | September 4th, 2020 |
| Time: | 1:00pm-2:00pm |

1. Call to Order: 1:04 pm Dr. Lublink
   1. Attendance: Review Committee Membership for 2020-2021
   2. Approval of April minutes: Raymond Lenius motion to approve as written, Sindee Karpel second the motion.
2. Information Items
   1. Standing Committee policy updates (COP 03-0403):
      1. Discussion of modifications on COP- language review on maximum terms for committee members: removed maximum of 2 terms.
      2. Committee Chair can serve consecutive 3-year terms.
      3. Faculty Senate has added language to have the right to review committee membership and rebalance the committee as necessary. Membership has been submitted to Faculty Senate for review with Dr. Tawil to possibly suggest changes in Spring.
      4. Language added that a chair can be removed when necessary.
   2. Updated Committee membership list. Some changes on membership this year, WELCOME our new member Alexandra Nikishin.
   3. All FPD travel for April through September was cancelled. Because of low enrollment and budget cuts this year’s budget is $18,208. As we decided two years ago, the money from the first quarter (July-September) will roll into the second quarter (October-December), for a total of $9,014 available for Fall. Per our April meeting, no applicants will be penalized for being awarded funds without being able to use them, but neither will they be given special priority. In the case of a tie, the fact that an applicant had their travel cancelled due to covid will be taken into consideration.
      1. Discussion: Much lower budget this year, lower enrollment has affected overall budgets. With less traveling this year the lower budget may not impact requests. Virtual conferences are quite expensive given there is no hotel, food or venders, however there will be tech support needed for zoom sessions.
      2. Electronic application developed by Dr. Lublink and Dr. Van Gaalen is great! Tremendous improvement from prior form.

* 1. FPD funds for publication and submission fees: Survey created and aggreged upon Spring 2020, will go out in early October with the wording agreed to in April. This will be done in partnership with Joe VanGaalen. Goal to have information by end of semester, this may be a good year to review this option as there will be less travel.

1. Action/Discussion Items
   1. TLC Logo Update – one volunteer needed for selection committee: Kelly Roy has been working with the TLC to create a student contest for submission of a potential logo with an FEE grant for awards. Kelly Westfield update: Email will be going out 9/8 to students and the contest will close at end of September. Students submit logo and subcommittee will pick top two and PD committee will approve the final logo. Launch in January.

Volunteers: Tina Churchill and Brandi George volunteer to work on subcommittee.

* 1. FPD applications for October, November, and December:

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| **Name** | **Amount** | **Dates** | **Rubric Points** |
| Mary Conwell | $625.00 | 11/04/2020-11/07/2020 | 35 |
| Elizabeth Schott | $349.00 | 10/28/2020-10/31/2020 | 92 |
| Julia Kroeker | $600.00 | 10/15/2020-10/17/2020 | 50 (LATE) |

Discussion regarding late submission, submitted Monday due Friday. Applicant contacted Chair the week of due date and was having difficulty getting electronic signatures on new rubric. Discussion to allow late application, during this time of Covid-19 as a committee the agreement was to be more lenient during this stressful time and applicant showed due diligence to get application in on time.

Motion to approve all three applications, Catherine Carney, motion seconded by Sonji Nicholas.

* 1. Review Committee charge and decide on priorities for each of the three areas for this year. Committee exchanged ideas in break-out rooms then regrouped for discussion focused on Function of PD Committee:
     1. Supporting travel to quality professional development opportunities.
        1. Email blast reminding faculty that they can apply for virtual conferences.
        2. Anne-TLC reference page/toolkit under construction in which will include a list of conferences and have information in one location.
        3. Committee members should share opportunities for virtual learning with their departments.
     2. Enhancing quality professional development activities at FSW.
        1. Look for opportunities that are not zoom-based, some are overwhelmed with zoom meetings.
        2. Collaboration on papers, using google docs.
        3. Check training calendar out and promote it to colleagues and social media; need to be our own advertising squad.
        4. Bring information to department meetings promote TLC events and make faculty aware of upcoming events.
        5. Scott-Digital pedagogy through Microsoft teams – open access excerpts that can be reviewed one at a time and responded on, giving an option to face to face of zoom
        6. Anne – she and Jennifer working on an expanded series on mentoring, workshop overview covers the entire series on October 23rd, covering 10 skills, then there will be spin off workshops on specific topics.
     3. Rewarding participation in professional development opportunities.
        1. Kelly – working on faculty member of the month, may be an overlap with the 10-question series. How would we select the faculty member of the month, criteria and selection needs to be identified? Should it be randomized, rotation between schools. How do we want to choose people, should we pull together rotation across the departments so that people can see folks from their department being recognized?
        2. Possible award for most workshop presented and attended – Sabine, maybe set a threshold for consideration rather than most so that more can be considered for award.
        3. Can not use Starbucks or gift cards for other than BUCs store, look into a FEE grant for awards. Award per semester.
        4. Discussion about a gold silver bronze levels of participation awards.
        5. Follow up highlights on sessions with Faculty who are willing to give feedback after attending a session.
        6. Utilize a newsletter to pull all information together; fewer individual emails.

1. New Business: none
2. Adjournment: 2:01 pm Dr. Lublink Next meeting October 2nd, 1pm, same Zoom meeting ID.