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

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| Location: | <https://fsw.zoom.us/j/94411446259> | | | | | | | | |
| Date: | November 5, 2021 | | | | | | | | |
| Time: | 1:00-2:30pm | | | | | | | | |
|  | | Present | Excused | Absent |  | Present | Excused | Absent |
| Krissy Cabral | | x |  |  | Lauren Madak | x |  |  |
| Jason Calabrese | | x |  |  | Sabine Maetzke | x |  |  |
| Robert Capetta | | x |  |  | Sonji Nicholas | x |  |  |
| Ronald Doiron | | x |  |  | Alexandra Nikishin | x |  |  |
| Brandi George | |  | x |  | Thomas Norman |  |  | x |
| Ed Hooks | | x |  |  | Katie O’Connor | x |  |  |
| Ivana Ilic | | x |  |  | Scott Ortolano | x |  |  |
| Sindee Karpel | | x |  |  | Lenny Owens | x |  |  |
| Gloria Kitchen | | x |  |  | Kelly Roy | x |  |  |
| Monica Krupinski | |  | x |  | Sandra Seifert | x |  |  |
| Raymond Lenius | | x |  |  | Angela Vitale | x |  |  |
| Sarah Lublink | | x |  |  |  |  |  |  |

1. Call to Order: 1:00 pm Dr. Lublink
   1. Attendance
   2. Approval of October minutes: Motion to approve as presented Raymond Lenius; second Ronald Doiron.
2. Information Items
   1. FPD Funding October-December, so far. Money left for Oct-Dec: $26,223.13
      1. Brandon Jett $40.00
      2. Katharine O'Connor $70.00 (lowered due to conference going virtual)
      3. Jennifer Summary $70.00 (lowered due to conference going virtual)
      4. Alessandro Cesarano $547.48
      5. Terri Housley $2,000.00
      6. Elizabeth Schott $930.00
      7. Martha Jenner $399.00
      8. Jennifer Ortiz $2,000.00
      9. Robert Cappetta $611.00
      10. David Piro $1,442.57

Funds are currently available for conferences

1. TLC Coordinators Updates
   1. Monica Krupinski – NFS is focusing on Inclusion and Diversity this month. Going forward, NFS participants will be required to finish Assessment 101. The NFS Cohort will meet in December and January.
   2. Katharine O’Connor – Portfolios are being reviewed in Portfolium. Capstone is being developed. Faculty who will teach Capstone in Spring and Fall have been notified.
   3. Scott Ortolano – A COP meeting is scheduled with the Library to discuss digital resources. The COP in English will do a session on Workshopping in Digital Spaces. In Fall 2022, there will be a session on Grading on IPads. The Parent Support Group is ongoing. The Digital Pedagogy Reading group is on hiatus and may be revamped next year. The Advice from the Front group is seeking speakers from all campuses.
   4. Kelly Roy – Kelly is working on Adjunct Portfolios and finding out who is due. Trainings will begin in Spring 2022. The RFP for the Symposium on 2/4-2/5 is forthcoming. At a Union meeting, there was a request for training for faculty interested in positions in Administration. Professional Development will be developed for this. Faculty Excellence Award nominations are due by November 12. Awards will be presented in January 2022.
   5. Sandra Seifert- Sandra will send out a list of recommendations for professional development for faculty offered through Magna Commons. PD opportunities are also available through Linked In. Faculty and staff at the Hendry/Glades Center are engaged in a Reading Group on Poverty. This is one way to better understand and assist students. Sandra has been providing feedback to the Symposium Committee and is working with Gloria Kitchen on the Curriculog initiative.
2. Action/Discussion Items
   1. FPD Ancillary Funds
      1. Jason Dudley said the following about hardware and software purchases: “It is a complicated answer. I always recommend that the faculty reach out to us prior to purchasing anything on their own to support their classroom/teaching environments. Initially, it will allow us to see if we already have that software on hand, or are in the process of purchasing it. In those cases where they are the first or no other faculty have requested the software, we reach out to see if there is interest beyond that faculty. This helps us determine how and where the funding would come from. In the hardware realm, in almost all cases, IT will purchase the necessary technology for faculty to teach in any of the modalities (of course within reason).”

The committee noted that using tech tools such as the IPad and MS Surface to grade is very efficient. IT staff has indicated that if technology is being used to transition to new modalities, faculty may request it from IT. The committee will add a question to the FPD application on whether the faculty checked with IT before requesting technology through FPD funds.

* + 1. The library will consider adding books and subscriptions to the collection but only if they believe they will be widely used; they will not purchase for individuals. Library staff will do an analysis of prospective use by others before making such purchases.
    2. In terms of who would own the materials, Joe van Gaalen referred the committee to COP 03-1112 which is the COP based on the FPD Travel Fund Guidelines. He also said that with the ARC grant, anything purchased is the property of the College, though it does not state that in the ARC application. COP and PD travel guidelines suggest that FPD funds can be used for items to enhance teaching. The committee agreed that a log/spreadsheet of items purchased should be maintained at the TLC.
    3. An example of a non-credit course a person might take: <https://williamandmary.learnworlds.com/course/modernleadership>

The committee agreed that the Union should be brought into the discussion of funding non-credit courses. One possibility is that if a few faculty are interested in such courses, a Learning Community could be formed around the course.

* + 1. Application Form – The committee reviewed and updated the wording of the application form. <https://forms.gle/wf1ja7DoriyzDupAA>. The limit is $100 per application. Faculty may submit multiple applications for different items throughout the year. The Chair will send the draft to the committee for final review.
    2. Advertising: The Chair will send out a mass email (including a video) and inform Faculty Senate and department chairs with a flyer and ask them to put it on their agenda. Katharine will make a flyer.
  1. Role of PD Committee – reviewing our committee charge and looking at how we see ourselves achieving that this year, planning for future years, and considering how the faculty TLC coordinators fit into the role of the committee going forward. Committee will consider three things for the next meeting:

1. Practical – what we see the committee achieving in the next few years.
2. How to work together with the TLC, including the Faculty Coordinators initially created last year to be accountable to the PD Committee.
3. Formalizing changes to the charge. The committee will review and incorporate and or modify language on the list of duties/tasks from the original document describing Faculty Coordinators. The committee will consider practical ways to enhance the quality of Professional Development such as providing more qualitative and quantitative data, over the next few years.
4. Adjournment: Next meeting December 3rd, 1:00-2:30pm, same Zoom link.