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

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| Location:  | Zoom: <https://fsw.zoom.us/j/87602090047>  |
| Date:  | March 3rd,2023 |
|  | 1:00-2:00 pm |
|  | Present | Excused | Absent |  | Present | Excused | Absent |  |
| Jason Calabrese | X |  |  | Katie O’Connor | X |  |  |  |
| Robert Cappetta | X |  |  | Brian O’Reilly | X |  |  |  |
| Brandi George |  | X |  | Scott Ortolano | X |  |  |  |
| Ed Hooks |  | X |  | Lenny Owens | X |  |  |  |
| Ivana Ilic | X |  |  | Kelly Roy | X |  |  |  |
| Sindee Karpel |  | x |  | Sandra Seifert | X |  |  |  |
| Monica Krupinski | X |  |  | Martin Tawil | X |  |  |  |
| Raymond Lenius | X |  |  | Angela Vitale |  |  | X |  |
| Lauren Madak | X |  |  |  |  |  |  |  |
| Sabine Maetzke | X |  |  |  |  |  |  |  |
| Sonji Nicholas | X |  |  |  |  |  |  |  |
| Alexandra Nikishin | X |  |  |  |  |  |  |  |

1. Call to Order: 1:00 pm Dr. Scott Ortolano
	1. Attendance (see above)
	2. Approval of January minutes: Prof. Ray Lenius made a motion to approve the minutes as presented and Prof. Jason Calabrese seconded
2. Information Items
	1. Travel awards for the January, February, & March 2023 travel window were approved under the rolling approval of late applications policy.
	2. Outcomes from the meeting with Dr. Bilsky and Dr. Tawil about ancillary funds expansion and 2023-24 AY PD funding are:
		1. Dr. Bilsky is in favor of increasing the Ancillary Funds budget for the spring semester
		2. Dr. Bilsky has said that she intends to recommend funding for PD at the same rate as this current academic year. Dr. Ortolano will follow up on this
		3. Dr. Bilsky and Dr. Tawil have requested some slight modifications to the travel funding application
	3. Dr. Ortolano shared a graph with data for this year’s funding.
		1. Currently, there is $19,434.56 remaining (if the items for this window are approved)
			* SPDINS: $3,936.85  Doesn’t roll over.
			* AITF1Q: $15,497.71  This is a buffer fund that rolls over from year to year. Dr. Tawil will check to verify the AITQ fund is still available
		2. Ancillary funds-- Currently there is $621.87 remaining
		3. Next year, the Committee will consider not increasing the individual cap from $2,000 to $3,000 because people are traveling again. Dr. Ortolano will craft the PD Committee’s March update with reminders and updates. The end of March starts the rolling deadline for July-September. The Committee will consider this at the next meeting
3. Action/Discussion Items
	1. The Committee reviewed Prof. Matthew Hoffman’s letter explaining his canceled travel and reapplication for funds. Following discussion, Prof. Lenius made a motion to approve the request and Dr. O’Connor seconded. All were in favor and none were opposed. The request was approved.
	2. The Committee reviewed applications for the April, May, and June travel window
		1. Applications for further discussion included:
			* Dr. Kroeker received $964 in October and has $2,036 available. If both conferences are approved, she has asked that the remaining funds be split evenly between the two conferences.
			* Prof. Olguin wanted to know if a request for travel and meals during a 3-week Art Residency would qualify for FPD funding.

Following discussion, Dr. Maetzke made a motion to approve both requests and Dr. O’Connor seconded. All were in favor and none were opposed. Both requests were approved

* + 1. Faculty Senate will call for nominations for PD Chair this month. Dr. Ortolano encouraged all interested parties to run for Chair
		2. Dr. Ortolano will be reaching out to committee members’ whose terms are expiring after spring break to gauge their interest in serving another term. Faculty Senate has indicated that they need this information by the end of the semester. Members should inform Dr. Ortolano if they would like to leave the Committee and he will inform Faculty Senate
	1. Ancillary Funds
		1. Technology approvals and ancillary funds
			+ The FPD Committee cannot approve technology requests because these are the purview of the Office of Information Technology. This covers everything from technology subscriptions to various technological devices—including calculators. Instead of applying for Ancillary funds, faculty should instead request funds through I.T. utilizing the following form: [IT Request for Software/Hardware purchase](https://fsw.teamdynamix.com/TDClient/2031/Portal/Requests/ServiceDet?ID=38923) form

Dr. Ortolano will include a statement about this with a link to the IT form in future iterations of the Ancillary funds form

* + - * The Committee discussed increasing Ancillary funding from $5000.00 to $6000.00 for Spring 2023. Following discussion, Dr. Nicholas made a motion to increase Ancillary funding by $1000.00 and Dr. Maetzke seconded. All were in favor and none were opposed. The motion carried
			* As of March 3rd, all faculty members have the opportunity to apply for up to $150 in Ancillary funds through the earlier of June 1st or fund depletion. All documentation is due by June 16th.
			* The Professional Development Committee expressed its thanks to Dr. Bilsky for her support of this expansion and faculty professional development at the college writ large
		1. Dr. Bilsky and Dr. Tawil asked the Committee to consider the following adjustments during the April meeting, that will better help the TLC with its work:
			- Potential change 1:

This question will be added above Section 1:

“I am travelling for…

Research

Professional Development

Credentialing

Requested by Department or Dean

Other:”

Dr. Tawil indicated that this would be valuable information for record keeping purposes. No points would be attached to this response.

* Potential change 2:

This question will be added to section 2:

* + - * 1. “I am interested in giving a presentation on content related to this trip at the Teaching and Learning Center” 7 pts

Dr. Tawil will reach out to these individuals after they return. There will be no penalty for anyone who chooses not to present after expressing interest.

Any forms submitted before this form goes into effect will be grandfathered in. If there is overlap, all forms will be given the additional rubric points for indicating an interest in presenting at the TLC upon the person’s return (7 points).

1. TLC and TLC Coordinator Updates
	1. Dr. Martin Tawil –
		1. Dr. Tawil would like to increase the physical space and budget of the TLC. He would like to add the word, “Excellence” to the name and create a new logo. He would like for faculty to propose workshops and make use of the TLC training room in order to retain it. There will be a Parliamentary Workshop on 3/24. Unveiling of the new TLC is upcoming in August. A budget increase for a FT coordinator is forthcoming.
		2. There is a new PD system in development to replace Canvas Catalog
	2. Dr. Kelly Roy – No update
	3. Dr. Sandra Seifert – Adjunct Faculty Institute is coming up in Summer 2023
	4. Dr. Monica Krupinski – No update
2. Adjournment: Next meeting is on April 7th at 1 p.m. Prof. Calabrese motioned to adjourn; and Dr. Cappetta seconded. All were in favor; none were opposed. The meeting adjourned at 2:00