

Attendance:

Nancy Boynton, Beez Schell, Sally Turner, Jonathon Woolson, Jim Davis, Cindy Thorp, Susan Spangler, Dawn Eckenrode, Lisa Melohusky, Katie Thies, John McCune, Kate Mahoney, Jodi Rzepka, Ivani Vassoler-Froelich

Absent:

None

Minute Approval

Change Sue to Susan

Change to Term

Change Katie Thies to Thies

Minutes Approved

PDC Update

- Workshops were held, but with low attendance. Is there a way to target certain departments based on the workshops being offered? Beez will be attending department meetings in hopes of accomplishing this. It could be that part of the attendance issue is because of the amount of work being done with Middle States and NCATE. Beez has attended the Dean's meeting for the chairs to help share information about all the events coming up. The PDC also attends the Leadership Meetings and Beez is a member of VP council where the PDC is a common topic.
- Newsletter – eye catching, sent to Academic Department then sent to all departments, for areas to post.
- Mentoring Program is going well, mentees have been meeting with their mentors, Dawn and Lisa are both participating
- Associates are set except for one
- Still working on the visibility of the center. The logos are out there now.
- Conferences: Dawn, Lisa and Beez attended POD. Beez attended LILLY. LILLY is highly recommended for faculty to attend.
- Adjunct Success has been started. Cindy Thorpe has been watching the pre-recorded sessions and has found them very useful. We will also be offering 9 spaces for next year. Adjunct success is a series of webinars that addresses various topics of interest for Adjuncts. They are offered at night and on the weekends to make it convenient.
- Beez has been doing teaching consultations. The PDC can video tape and then evaluate a classroom experience. Also different activities can be reviewed for new ideas and suggestions.
- New faculty orientation follow up workshops were poorly attended. The PDC is working with HR to change the way these workshops are offered. The idea is to have more of a learning community or a learning circle.
- Changes to the website are taking place to make the upcoming events more prominent.

POD Update

Everyone is programming on a shoe string. Practical ideas about offering Professional Development in short times, 5 to 20 minutes.

LILLY Update

LILLY is about Teaching and Learning. From LILLY we would like to work more with Learning Communities both for full time and Adjunct Faculty

Common Time

It has been purposed that Fredonia establish a time in the middle of the day where there are no classes so that there is time slot for a variety meetings. This would include times for PDC workshops. It would be helpful to have a common time calendar so that this time doesn't become over booked. The School of Music would have difficulty with something like a common time, what about a Professional Development Day? This is also under consideration. It will be presented by Joe Straight at Senate in February for discussion. Can some of the workshops be taped? Yes, we are taping workshops but the details are still being worked out on how to share them. Could a week during the Winter Break or right after commencement or right before the Fall semester to offer PD activities? Most professionals like these times because there are quieter.

Ideas for Promoting the PDC

- Sally does post the fliers and newsletter and passes things to her 3 departments.
- Susan has offered a workshop
- Katie Thies is posting the website
- Jodi worked with the PDC to post a PDC Toilet Talk through EAP.
 - The EDP is also offering the Wellness Fair that we may want to attend. Beez would like to be on that committee

New Ideas

- Offer events in various buildings to cut down on travel time and make it more convenient for people to attend. In Fenton we use the English Reading room, Thompson has the Multimedia Room and the room in the Media Center, Fenton has the Philosophy Room, Thompson 3rd floor Buisness Meeting room, Tower Lounge in the Library, McEwen has a TV studio that might be available, the Thompson TV studio may also be available.
- From Professionals there is a problem with supervisors supporting an employee to attend. Can we educate supervisors to see the benefits of having employees attend these workshops? The Professional Evaluations are going to include an evaluation on Professional Development. This problem is also seen on the Faculty side, but Professional Development is going to be added as a fourth leg of the evaluation. In the Spring this topic will begin to be discussed. For both types of employees it is going to be important to make it a high priority in a Performance Review.
- Go talk to the Holiday Healthy Eating group. Laurie Ensign runs this group and is looking for topics.

CSEA Representation

CSEA Leadership has had no response to Jodi's attempts at reaching them. We will go back and ask Janet Reed to be the CSEA representative for the committee.

New York Times Contest

There were no submissions. We have asked Ginny to postpone the contest until the Spring so that some faculty have time to create lessons. Two members of the Board use the New York Times, and should be able to submit their ideas. A workshop idea of using newspapers lead by Nancy, Jodi, and Jonathan was suggested by Beez.

Associate Program

The Associate position for Research and Creative Activities was not filled. When should the deadline for resubmitting be? The deadline should be closer to the end of January and Board members should encourage people they know to apply. Would the President be willing to announce these at his

President's award luncheon? Send out the re-submit announcement for the Associate now and make it due Feb. 1st. Was the voting OK on ANGEL, yes as long as it does not get to large. In the future we will set up the ability to comment in a public view so we can all see one another's comments.

Task Forces

We are looking for a way to divide into subgroups. One of the groups could be for themed programming. One for faculty, staff, adjuncts, new faculty orientation, and online faculty.

Jim has found with another group that he works with that the more focused the idea the more attendance and interest. The group agrees to break into smaller task forces since smaller groups seem to be more successful in completing tasks.

Task Forces for Associates

The Associates are as follows:

Learning Communities Associate – Natalie Gerber

Staff Associate – Jennifer Costa

Teaching and Learning Associate – Mike Jabot

Technologies Associate – Andy Cullison

Online Learning Associate – Dani McKinney – this position will not need a taskforce as there is already a committee in place to work on this topic.

Other Topics for Task Forces

- Faculty
- Staff
- Adjunct
- Online
- New Faculty
- Teaching and Learning Conference – We would like to change this so that people on campus present for sessions and the headline speaker would be a keynote or at lunch
- Feedback/Needs Assessment – Formalized process that will target both the people that are attending and those that are not to see what they would like to have the PDC offer.
- Grant Reviews – three from the spring semester – these could be the entire group since we are able to use ANGEL to evaluate the proposals.
- Amy Everett Award
- Individual Assessment
- Foundation Awards

Will it be a problem that these taskforce will be chaired by people that will only be around a year? Will the lack of continuity become a problem? At the next meeting the Associates should be invited to help make these decisions. Does the board give the Associates a list of expectations and a review after the year is completed? This type of evaluation could be useful in a Tenure review. Once we hear from the Associates and their ideas we may have more interest in working with an associate because of their topic.

Does the PDC Board have a theme for the workshops that they are offering? Then each workshop could have a specific focus. Between this meeting and the next think about which taskforces you would like to be on and what type of model we should use.

Next Meeting Time

Second week of classes is recommended and Friday, February, 13th at 11:00am should be held for this meeting. We will invite the Associates so that we can learn more about their plans. Lunch will be provided.

By Law Changes

Adding three responsibilities of the Board Members

- Attend a portion of the Annual Teaching and Learning Conference
- A portion of the New Faculty Orientation
- At least one PDC program each semester

Motion to approve

Motion Second

By Law changes were approved.

For the future can a Holiday Card be sent from the PDC? Suggestions were: Happy Winter Break from the PDC remember us in the Spring, or Welcome back from the PDC, here is what we are doing this Spring and Hi to all of you that have been here.