

# Professional Development Center Advisory Board Meeting Minutes

meeting date: Thursday, April 14, 2011

location: English Reading Room

## I. Meeting Called to Order

- a. Official time 9am

## II. Roll Call

- a. In attendance, Lisa Melohusky, T. John McCune, Jessica Hillman-McCord, Cheryl Dearth, Tracy Collingwood, Jodi Rzepka, Katie Thies, Bob Dalhgren, Teddi Cox, Dawn Eckenrode, Beez Schell and Lori Johnson. Absent, Susan Spangler, Mike Barone, Ivani Vassoler and Paul Mockovak.

## III. Review and Approval of Previous Meeting Minutes

- a. No minutes were reviewed.

## IV. The Professional Development Award for Teaching and Learning

- a. Suggestions for next year's award:
  1. With the way the budget is, consider not funding anyone the whole amount of the award, but funding more people a portion of the award, spread it out to more people.
  2. Look at rubric, look at the weights associated with each of the categories, esp. adjunct/tenure track and if ever received before.
  3. Also make the date of the workshop they are looking to attend mandatory along with specifics.
  4. Make dept. support and contingency plans a requirement.
  5. Make the max amount awarded down to either \$1500 or \$1000, instead of \$2000.
  6. A prioritized budget will be required
- b. For this year's proposals, we will try to pay travel, lodging and registration fees.
- c. If applicant was invited to the conference, then we would pay for 1-2 days, not all the days requested.
- d. If awardees cannot use the partial amount funded then we will give it to proposal #11 as long as it is not more than \$600.
- e. Motion to fund the approved proposals was made by Jessica; Second by Teddi; All approved; Zero Nay

## V. Subcommittees for T & LC

- a. See attached sheet for committees
- b. Deadline is Jan. 10th
- c. Board members are eligible to apply

## VI. Upcoming events

- a. PDC Associate Series will rerun the events during Fall semester
- b. Proposals deadline for T & LC and at the next meeting the proposals will be reviewed
- c. Amy Elizabeth Everertt Award proposals due. Award amount is \$250
- d. Renga reception at the end of the semester

- e. Teaching retreat-anyone interested should see Dawn.
- f. Mentoring luncheon scheduled for April 25 at noon in the Horizon Room
- g. Teaching and Learning Conference keynote will be Holly Lawson. The COCID grant does not exist anymore. No funding. Trying to keep it low cost this year. Bring your own lunch. Buster Brown Bean Company will be open for breakfast.

**VII. Meeting adjourned @ 10:45am**

## Sub-committee Assignments for 2011 TLC

Food Planning: Rzepka, Cox, Thies

Registration: Mockovak, Dahlgren, Mohammed

Moderator Schedule: Hillman-McCord, Collingwood, McCune

Scheduling: Vassoler, Barone, Johnson

List of Duties will follow at next meeting....