

Professional Development Center Advisory Board Meeting Minutes

meeting date: Thursday, September 1, 2011

location: Reed Library, Tower Lounge

I. Meeting Called to Order

- a. Official time 2pm

II. Roll Call

- a. In attendance, Susan Spangler, Lisa Melohusky, T. John McCune, Jessica Hillman-McCord, Tracy Collingwood, Katie Thies, Dawn Eckenrode, Mike Baron, Donald Barnes, Ivani Vassoler. Absent: Cheryl Dearth, Jodi Rzepka, Bob Dalhgren, Tedi Cox, Lori Johnson, Paul Mockovak.

III. Review and Approval of Previous Meeting Minutes

- a. Minutes from the May 11th, 2011 board meeting were reviewed and approved. Motion to approve the minutes was made by T. John McCune; Second by Mike Baron; All approved; Zero Nay

IV. Review and Rewrite of the PDC Mission Statement

- a. After reviewing the mission statement T. John McCune asked if the mission statement could be amended if necessary. Susan said that it could be amended if the board felt it necessary.
- b. After some discussion it was moved by T. John McCune to remove the word "all" from The SUNY Fredonia Professional Development Center strives to meet the professional development needs of all SUNY Fredonia employees by coordinating..." The motion to strike the word "all" was seconded by Tracy Collingwood. All approved; Zero Nay. Cheryl will remove the word "all" from the website and other areas where the mission statement is used.

V. Advisory Board Commitments

- a. Susan provided a list of the remaining term lengths for Cheryl and explained that each member was having their term extended by one year to accommodate the change with the director position this year.
- b. Susan also stressed that the PDC Advisory Board was to act in an **advisory** role for the PDC.
- c. Susan has agreed to remain as PDC Board Chair for one more year. Jessica will remain Co-Chair until December when she will be gone on maternity leave. The board will be looking for self-nominations for a board co-chair to start in December and remain as co-chair until Fall 2013. Jessica will return as PDC Board Chair for the 2012-2013 academic year.
- d. The Board should be aware that the PDC Director position has been frozen and that the questions of what will happen to the PDC was raised at the All Academic Affairs meeting.

VI. Long Term Planning

- a. The board discussed what kinds of things could be done to prepare for a new President and to help support the PDC into the future.
- b. A survey will be completed to document the success of past programming and collect suggestions for the future of the PDC.
- c. The results from the TLC will also be used, especially the comments and rankings on how the TLC helped individuals teaching.

VII. Planning for PDC Awards and Events

- a. An advertisement for a TLC chair was placed in the PDC newsletter. This is a compensated position and will be advertised more in the near future.

- b. The instructional Incentive Award applications are due October 10. Applications will be placed on ANGEL along with the scoring rubric and final awards will be decided on at the November 1st meeting.
- c. Cheryl has written directions for each award winner on reimbursement procedures. John McCune has offered to complete pricing for any technology being considered.
- d. A new award was proposed as the Innovation in the Classroom award. Board members felt that this would be better served if it was not started until a full time director was hired. The board would like to focus on the quality of the current programming.
- e. Renaming the Instructional Incentive Award and the Professional Development Award was discussed. There is some confusion between these awards and others given on campus because of the name. Please consider new names and we will discuss at a future meeting.

VIII. Changes to the Instructional Incentive Scoring Rubric

- a. A comments section will be added to the rubric so that anyone not able to attend the meeting can have comments shared with the group.
- b. One point will be assigned for an application from an untenured faculty member and zero points for a tenured applicant.
- c. The question about receiving the award in the past will be changed to say, "Have you received this award in the past three years?" If yes, zero points will be assigned, if No, one point will be assigned.
- d. Questions 9 and 10 will be combined to ask at what level is dissemination the most appropriate, Campus, Department, Classroom? The combined results will be calculated with and without these point values for a comparison.
- e. Question 11 will be changed to say a specific and prioritized budget with the rubric representing Itemized, complete, missing

IX. PDC Programming

- a. Rengas from last year will continue. Tedi Cox and Rob Deemer will be leading a New Faculty Renga
- b. The current Associates will complete their term this Fall and advertisement for new Associates will begin. The next term starts Spring 2012 through Fall 2012. Some suggestions for new Associates are best practices for Syllabi writing and an Associate the focuses on adjuncts.
- c. A workshop on using the Livescribe pen is being offered by Andy Cullison
- d. The University Leadership Webinars will continue this academic year.
- e. The Research and Writing Colloquium will continue this year with a new topic.

VII. The next meeting is Tuesday, November 1 at 2pm in the Tower Lounge. The meeting adjourned at 3:30.