

Professional Development Center Board Meeting Minutes

meeting date: Thursday, Sept. 9, 2010 1pm
location: Tower Lounge

I. Meeting Called to Order

- a. Official time 1pm

II. Roll Call

- a. In attendance, Susan Spangler, Dawn Eckenrode, Lisa Melohusky, Beez Shell, Mike Barone, T. John McCune, Jessica Hillman-McCord, Bob Dahlgren, Lori Johnson, Cheryl Dearth, Ivani Vassoler, Tracy Collingwood, Tedi Cox. Jodi Rzepka and Katie Thies excused.

III. Review and Approval of Previous Meeting Minutes

- a. No Minutes were taken

IV. Introduction of new members and returning members

- a. New members- Mike Barone, Bob Dahlgren and Tracy Collingwood

V. Director's Report

- a. Overview of the "new" PDC and its transition
- b. Beez will still be director and Lisa is now Online Learning Coordinator, Dawn is Coordinator for Education Programs and Outreach and Cheryl Dearth was hired as a part time Instructional Support Asst.

VI. Review of Mission and By-laws Documents

- a. Beez suggested that Business needs to added to reflect the current structure of the committee

VII. Nominations for Co-Chair

- a. Dawn nominated Jessica Hillman-McCord for co-chair
- b. Motion by John; Second by Ivani; All Approved; Zero Nay

VIII. Instructional Incentive Award

- a. Application
 1. Reviewed and minor grammatical changes were made
 2. Changed award from \$9,000 to \$10,000
 3. Applicants can submit electronically. Makes the application more succinct/specific
 4. Lisa will duplicate the Foundation Award web form application for this year
- b. Rubric
 1. Discussion about how to word it with tenure and non tenure faculty.
 2. More weight was given to applicants who haven't applied for it before and for tenure faculty
 3. More weight given for impact on campus
 4. Added a contingency plan to the criteria
 5. Applicants cannot already have done it. Must happen in the future. Maybe add wording, must be used between XX and XX.
 6. Beez to find out the specific dates of when the money will be available and when it must be used by.
 7. Beez will also find out how much we have to give.
 8. Motion by John to approve the rubric/ changes / wording / weighting; Second by Jessica; All approved; Zero Nay

IX. Teaching and Learning Conference

- a. Feedback was very positive.
- b. Discussion over the time of the sessions. 30, 45, 90 minutes?
- c. Make the sessions 50 minutes with a 10 minute break. Leave 10-15 at the end of the session for Q & A.
- d. Have opening remarks at next conference
- e. Possibly move lunch from 1-2pm and make the sessions all morning, eat then be done for the day.
- f. Proposals for next years conference are due March 2011. Need to think about theme.
- g. Maybe find a great keynote speaker and then work out the sessions from that.
- h. Now that we have the Elluminate license we may be able to podcast the conference.

X. Associates finish at the end of the month

- a. Possible Associate positions:
 1. Instructional Technologies
 - (a) Google apps
 2. Open technologies/open learning assessment
 3. Continue on with some of the current associate positions
 4. Global Literacy – Global Connections
 5. UDL
 6. Collaborative learning
 7. Interdisciplinary Studies
 8. Tie in to Conference

XI. Meeting adjourned