



## Professional Development Committee

### Minutes

February 25, 2109

2-3 p.m., Tower 801

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW-UP ACTIONS and RESPONSIBLE PARTY(IES)
Call to Order	Weidenbach /Wilson		
Professional Development fund requests	Weidenbach	Review and discuss fund requests.	<p>Discussion centered on the fact that some of the previous requests did not meet the timeline for travel approvals.</p> <p>Chris believes that this timeline is problematic and does not give people enough time to make their requests prior to the event.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> <li>• Increase awareness for what the timelines are and make sure faculty/staff are familiar with them prior to submitting the request</li> <li>• Investigate whether this process can be digitized to make the system more transparent</li> </ul>
Planning for Professional Development Day	Weidenbach/Wilson	<p>Update and discussion of:</p> <ul style="list-style-type: none"> <li>• OnCourse progress and advertisement for the workshop</li> <li>• Other PD day workshops</li> </ul>	<p>Discussion of the email that will be sent out advertising OnCourse. OnCourse is focused on improving academic quality and the quality of teaching; and focused on equipping instructor with more tools for teaching and reaching a diverse student population.</p> <p>Also, we will plan for other workshops that will be grouped by theme: one block of time for “curriculum” and another block of time for “pedagogy.” Our goal is to have workshops that focus on curriculum updating and development, and workshops that focus on improving student</p>

			<p>success/achievement, and to have a discussion on how to improve our teaching</p> <p>Follow-up:</p> <ul style="list-style-type: none"> <li>• Chris and Felipe will send out the email publicizing OnCourse. We will also raise the capacity from 50→60 as we expect some who sign up will ultimately not show up</li> <li>• OnCourse email will highlight that participants will receive a workbook</li> <li>• Chris and Felipe will work on recruiting volunteers to host the other PD day workshops and will compose an email asking for workshop proposals. Email will not immediately be sent in order to keep the focus on OnCourse enrollment</li> </ul>
Agenda for future meetings	Weidenbach / Wilson	Discuss ideas and topics for future meetings	Pak will provide us with an update on our funding at the next meeting.

Next Meeting: March 11, 2019