

TPD Council Meeting

MINUTES

APRIL 18, 2014

9:30-NOON

COCOA BLDG 12, RM 205

MEETING CALLED BY	Chris Petrie, Chair
TYPE OF MEETING	April Meeting
FACILITATOR	Chris Petrie
NOTE TAKER	Karen Simpson
ATTENDEES	Debbie Anderson, Mevlut Guvendik, Kelli Norris, Chris Petrie, Norma Rudmik, Karen Simpson, Jill Simser

The minutes from the February 7, 2014 TPC Council meeting were approved via email. Karen Simpson emailed the February minutes to Chris Petrie on April 17, 2014 for loading on the webpage.

Agenda topics

TPDC CHAIR REPORT

C. PETRIE

DISCUSSION	
The TPD Council's February 7 decision to recommend denial for three tenure applications previously approved at the campus tenure committee level was overturned by the EFSC Administration. Fourteen of fifteen tenure applications received final approval by the Administration.	
CONCLUSIONS	
The TPDC requested that its comments about the initially denied applications be passed along to the tenure applicants for their information.	

MEMBERSHIP OF TPD COUNCIL

C. PETRIE

DISCUSSION	
Chris sent out a request April 7, 2014 through Dr. Miedema's office for Fall 2014 volunteers for the TPD Council and for the Professional Development Standing Committee. A number of members are leaving the Council and the Committee this spring due to resignations, retirements, and term expirations.	
CONCLUSIONS	
Kelli Norris and Jill Simser volunteered to serve as Titusville and Cocoa members. However, the Council still needs an additional Melbourne, Palm Bay and Titusville member as well as a member at large to have the minimum membership of 9. (TPD Handbook Section 3.01 Campus Representatives.) If both TPD members from a Campus come in at the same time they should be assigned staggering expiration years so no campus shall have the terms of both their members ending at the same time. (TPD Handbook Section 3.03 Terms of Service.)	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Chris will follow up with Dr. Mediema and Provosts to solicit more members.	Chris Petrie	ASAP

TPDC ELECTION OF OFFICERS

C. PETRIE

DISCUSSION		
TPD Council held their election for Chair and Vice Chair for the 2014-15 academic year. TPD Handbook (Section 6.01 A. 1. And 6.02 A. a.) states that Chair and Vice Chair must have served on the Council for at least one year prior to the election.		
CONCLUSIONS		
Deborah Anderson, elected Chair; Kelli Norris, elected Vice Chair (pending approval for Vice Chair not having served on the Council for one year) Election of TPDC Secretary and Standing Committee liaisons to be held at first Fall 2014 meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approval for Vice Chair from new members	Chris Petrie/Norma Rudmik	ASAP
Election of Secretary and Standing Committee liaisons from Council members	Deborah Anderson	Fall Meeting

EFSC WORKSHOP APPROVAL FORM

DEBORAH ANDERSON

DISCUSSION		
<p>TPD Council discussed proposed guidelines for EFSC workshops to be approved for faculty advancement in tenure, MCC, and/or rank applications. There is still much discussion among faculty and administration on whether faculty should be passed through with almost any job related activity or whether activities should meet more rigorous criteria.</p> <p>TPD Council discussed possible guidelines for college approved workshop guidelines that might be included in an Appendix section of the TPD Council Handbook: DRAFT Guidelines:</p> <ol style="list-style-type: none"> 1. EFSC Workshop Guidelines: <ol style="list-style-type: none"> A. Workshop demonstrates acceptable level of academic rigor. <ol style="list-style-type: none"> 1. Three or more participant contact hours (1 Contact Hr =50 min.) 2. Facilitator: <ol style="list-style-type: none"> a. is credentialed at EFSC b. is expert in field 3. Minimum of 3 stated competency-based objectives 4. Minimum of 1 tangible product outcome B. Advance participants' knowledge in discipline and/or teaching techniques 2. Faculty Advancement – Commitment to the Profession 		

2. Faculty Advancement
 - A. Show **Ongoing** commitment to professional development
 - B. **Rigorous** content
 - C. **Relevant** to academic profession

Also proposed was that the wording in the TPDC Handbook and other college publications describing faculty professional development workshops include the wording “and approved by the TPDC”.

Example of recommended wording:

- Successfully completing a professional development workshop offered through the College **and approved by the TPDC.**

Debbie presented the latest version of the Workshop Proposal Form which would help vet EFSC’s Workshop proposal process. Chris distributed several CTE workshop proposals for review by the TPDC.

CONCLUSIONS

TPDC draft guidelines will be sent to Professional Development Standing Committee to be used during pilot review of workshop proposals at their May 2 meeting. It was recommended that Workshop Form include a pull down option for participant contact hours.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Revise the guidelines and send them back out to TPDC for final review

Deborah Anderson

ASAP

Revise Workshop Proposal Form

Chris Petrie

ASAP

EFSC WORKSHOP APPLICATIONS

C. PETRIE

DISCUSSION

TPDC reviewed 7 workshop proposals passed along from the Center for Teaching Excellence (CTE).

CONCLUSIONS

Most of the reviewed applications were approved by the TPDC for faculty tenure, rank and maintenance of continuing contract except those that did not clearly indicate contact hours. Those that needed clarification will be sent back to CTE for possible amendment.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Contact EFSC Workshop proposal facilitators through the CTE in which contact hours are not

Chris Petrie

ASAP

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TPDC HANDBOOK AND MINUTES

C. PETRIE

DISCUSSION		
It was noted that the latest edition of the TPDC Handbook (October 20, 2013) and the TPDC minutes from November 2013 and February 2014 are still not loaded on the EFSC webpage.		
CONCLUSIONS		
Latest TPDC Documents need to be loaded so faculty and TPDC members are informed of most up to date procedures.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Remind web team to load TPDC documents	Chris Petrie	ASAP
Give new TPDC Chair, Deborah Anderson, digital version of latest edition of the TPDC Handbook and other related documents on flash drive	Chris Petrie	ASAP

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	