

TPDC Minutes

Tenure and Professional Development Council (TPDC)		
8.17.2018	9-10:15 AM	Melbourne 2-205
Type of meeting	TPDC & Standing Committees (HSC PDSC RCSC SLSC)	
Facilitator	Kelli Norris, TPDC Chair 2016-2020	
Note taker Timekeeper	Daryl Davis, TPDC Secretary	
Attendees	Deborah Anderson, Kelli Norris, Maureen Groome, Sharon Fletcher, Asiya Satdanova, Anne Kenner, Daryl Davis, Joe Wakim, Jill Simser, Mevlut Guvendik, Chris Petrie, Pat Hurley, Slav Peytchev, Ilana Grimes, Carrie Wells, Monica Hixon, Harry Holdorf, Stephen Long, Patricia Rock, Carol Harvest, Marian Smith, Harold Zachs, Wendy McLallen, Barbara Kennedy, Michelle Rezeau, Annmarie Waite, Marina Baratian, Rhonda Rye, Holly McKnight, Patty Harmon, John Combs, Sharon Fletcher, Phaedra Williams, Belynda Cain, Brian Maxwell, Luke Leonard, Marika Koch, Jeanette Thompson	
Member Updates		
9:00-9:30	Kelli Norris	
Introduction, Welcome	-Introduction and welcome of new members to TPDC and Standing Committees	
	-Accomplishments(2017-2018): 1. PLAF application reviews, 2. 42 Rank Change Portfolios, 3. 5 Tenure Portfolios, 4. Handbook Standing Committee completed present edition of TPDC Handbook, 5. TPDC met with UFF to revise CBA and all appendices pertaining to Tenure and Rank, 6. Awarded 1 Unclaimed ADPA, 7. PDSC drafted workshop guidelines, 8. 5 workshops approved	
	-Goals(2018-2019): Kelli Norris will draft TPDC's goals for 2018-2019 (any additions, e-mail K. Norris)	
	Person Responsible	Deadline
	K. Norris	N/A
Rank Change Portfolio Procedures		
9:30-10:40	Kelli Norris	
Discussion	Rank Change Portfolio procedures	
	<ul style="list-style-type: none"> -Portfolios now go to Dustin Files in Palm Bay -Procedure e-mail reminders have been sent out on 15 August 2018 (via Dr Miedema) -Rank Change process now aligned with portfolio procedure -Documents concerning Rank Change Procedure are now in Faculty & Staff > Tenure and Professional Development > Handbook & Documents -Rank Change Forms using 2015-2018 form need to have all peer recommendations submitted on EFSC letterhead 	
	Discussion: N/A	
Conclusions	N/A	
Action Items	Person Responsible	Deadline
N/A	N/A	N/A
PLAF Application Review		
10:40 - 11:15	Kelli Norris	
Discussion	PLAF Application Review	
	<p>PLAF: We accept the older application form during Cycle 1. Approved activities must apply directly to your job description. ALL applications MUST be digitally signed.</p>	

TPDC Minutes

After Cycle 1, only digital applications will be accepted. Travel Form workshop is necessary to be able to travel outside of the school district, otherwise your Travel Form will not be accepted. The PLAF funding application limit is \$1500. Applicants are advised to get their application forms in as early as possible.

Pat Hurley-overall PLAF budget is \$75,000?
Kelli Norris-Yes

Conclusions	N/A
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Standing Committees – Reports by Liaisons

Dustin Files, Carrie Wells, Carol Harvest, Deborah Anderson (respectively)

RCSC – Rank Change Standing Committee – (Kelli Norris Reporting) Last year for 2015-2018 Rank and Tenure forms/procedures

PDSC – Professional Development Standing Committee –2 Workshops; 2 PDSC committee meeting dates (Sept. 14 and Feb. 1, 2019). New guidelines start with present series of PDSC workshops (confirmed by Kelli Norris). Kelli Norris-each change in rank is a \$1000 bonus in pay. Note that if needed for portfolio, faculty can request a Provost Evaluation in a timely fashion.

SLSC – Sabbatical Leave Standing Committee – PLAF due by August 30.

HSC – Handbook Standing Committee – Handbook Appendices are being arranged to align with the 2018-2021 CBA. TPDC is asking for a representative from Rank Change Standing Committee to volunteer to assist due to conversion to electronic submission. Specific guidelines need to be developed by 2019.

Discussion:

Harry Holdorf - When is Tenure Portfolio Workshop?
Kelli Norris - Oct. 19, 930 AM-12:30 PM

Deborah Anderson - Are 2015-2018 hires bound by the 2015-2018 contract?
Kelli Norris – Yes, they are. Human Resources have notified all possible tenure candidates for the AY 2018-2019.

Luke Leonard – If hired as temporary faculty, what level of service does that count for in applying for rank/tenure?
Kelli Norris – One year’s worth of service. But consult with Tammy Leon in Human Resources.

Deborah Anderson – Will HSC get an administrative assistant?
Kelli Norris – We will ask the administration for one.

Pat Hurley – What is the difference between ‘contribution to the discipline’ and ‘contribution to the college’ in the TPD handbook?
Kelli Norris – In the present contract, Appendix N, it says that ‘contribution to the college’ is benefiting the college exclusively, and ‘contribution to the discipline’ is benefiting the field of knowledge as a whole, not just the college.

Action Items

N/A