

Tenure & Professional Development Council (TPDC)

Minutes – January 6, 2017

Cocoa Campus, 12-124

9:00am-12:30pm

Facilitator: Kelli Norris, TPDC Chair

Note Taker: Karyn Ott, TPDC Secretary

In Attendance: Jill Simser, Brad Marovich, Mevlut Guvendik, Daryl Davis, Joe Wakim, Kelli Norris, Sharon Fletcher, Debbie Anderson, Asiya Satdanova, Maureen Groome, Karyn Ott

Starting Time: 9:06am

Ending Time: 12:38pm

I. FMSS

-Maureen Groome will represent the TPDC at the Faculty Mentoring Meetings at Melbourne on March 6 at 3:30 and Cocoa on March 7 at 3:30.

-Debbie Anderson wanted confirmation that all FMSS references in the TPDC Handbook should be eliminated.

Action Item: Kelli Norris will send an email to Dr. Miedema for clarification.

II. Standing Committee Updates

-SLSC is updating their portion of the TPDC handbook. Asiya reported that currently only 2 members have made comments.

- The \$50,000 allotted for PLAF has been exhausted. Faculty can still apply for funding for the next fiscal cycle.

-CTE, it was noted that the above information was shared by the CTE at the Faculty meeting yesterday.

-RCSC, rank changes/errors to the contract need to be communicated to the UFF-EFSC bargaining team.

-PDSC, no updates.

Action Item: Kelli Norris will send an email directly to the bargaining team members.

III. Portfolio Custody

-K. Norris reviewed the tenure portfolio custody procedure and protocol. Campus representatives of TPDC should be prepared to take custody of a portfolio. Custody forms must be signed. We cannot take custody of a portfolio without properly signed forms. Portfolios must be securely stored in a faculty office.

-This semester, we will have 21 portfolios to review. We will divide the review between two meetings on Feb 3 and Feb 10.

-After this cycle, Tammy Leon will be contacted for a projection of portfolio numbers for academic year 2017-2018.

IV. TPDC Handbook Edits

-The Council resumed final edit of TPDC Handbook including the creation of a timeline in section 10.01.

V. Additional Meeting

-An additional January Meeting of the TPDC is scheduled for Friday, Jan. 13, 2017, 10:30am-1:30pm in 2-230, Palm Bay Campus.