

# TPDC Minutes

Tenure and Professional Development Council (TPDC)		
12.1.2017	9:30 am-11:15 pm	Cocoa 12-228
Meeting called by	Kelli Norris, TPDC Chair 2016-2018	
Type of meeting	TPDC Handbook Edits	
Facilitator	Kelli Norris, TPDC Chair 2016-2018	
Note taker	Chris Petrie, TPDC Vice Chair/Daryl Davis TPDC Secretary	
Timekeeper	Chris Petrie, TPDC Vice Chair	
Attendees	Kelli Norris, Chris Petrie, Sharon Fletcher, Mevlut Guvendik, Pat Hurley, Harry Holdorf, Anne Kenner, Joshua Ojwang, Asiya Satdanova, Joe Wakim, Daryl Davis(Late)	
Standing Committees – Reports by Liaisons		
9:30-10:00	Chris Petrie, Anne Kenner, Asiya Satdanova, Joe Wakim (respectively)	
Discussion	Standing Committee Updates- - <b>RCSC – Rank Change Standing Committee</b> -No report.	
Conclusions	N/A	
Action Items	Person Responsible	Deadline
-Encourage use of Prof Development Fund	TPDC Exec Committee	N/A
Portfolio Workshop Feedback		
10:00-10:20		
Discussion	<ul style="list-style-type: none"> <li>- Successful</li> <li>- Good Feedback</li> <li>- Be aware of Contract Changeover point</li> </ul>	
Action Items	Person Responsible	Deadline
N/A	N/A	N/A
Tenure Review of Procedures		
10:40am-1:15pm		
Discussion	Chair Norris <ul style="list-style-type: none"> <li>- Page Review (Contract, Tenure)</li> <li>-Reminder of TPDC Members being required to take possession of Tenure Portfolios if asked</li> <li>- Ensure Storage Security</li> <li>- Sign Chain of Custody Form in portfolio</li> </ul>	
Conclusions	N/A	
Action Items	Person Responsible	Deadline
- Ensure Portfolio Storage Security	TPDC Council	Due Date
- Sign Chain of Custody Form in received portfolios		
PDSC Proposal		
10:40am-1:15pm		

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Discussion	<p>Chair Norris, TPDC Council</p> <ul style="list-style-type: none"> <li>- Prior edits to EFSC Workshop Guidelines accepted; further edits to same document were added.</li> <li>- M. Guvendik moved to approve Edits of Guidelines; A. Kenner seconded the motion; motion unanimously approved.</li> </ul>		
Conclusions	EFSC Workshop Guidelines approved by TPDC council		
Action Items	Person Responsible	Deadline	
- Workshop Guidelines approved	TPDC Council	Due Date	
<b>Conclusion</b>			
10:40am-			
Discussion	<p>Chair Norris</p> <ul style="list-style-type: none"> <li>- Next Meeting: Spring 2018 Welcome Back, 5 January 930-1230 Cocoa 12-124</li> </ul>		