

# TPD Council Meeting

Approved by TPDC: Majority vote 9/18/2014

MINUTES                                      AUGUST 22, 2014    9 AM – 11:20 AM                                      MELBOURNE BLDG, 1, RM 161

<b>MEETING CALLED BY</b>	Deborah Anderson, Chair
<b>TYPE OF MEETING</b>	August Meeting
<b>FACILITATOR</b>	Deborah Anderson
<b>NOTE TAKER</b>	Jill Simser
<b>ATTENDEES</b>	Willie Smith, Meer Almeer, Mevlut Guvendik, Kelli Norris, Maureen Groome, Carrie Wells, Steven Long, Marika Koch, Patricia Rock, Jill Simser, Sharon Fletcher, Kristie Rose, Asiya Satdanov, Bogumila Wojtowicz, Belynda Cain, Norma, Rudmik, Darcy Roy, Susan Houts, Brad Marovich, Ethel Newman, Sandy Handfield, Luke Leonard

**Agenda topics                                      TERM LENGTHS FOR STANDING COMMITTEE                                      D. ANDERSON**

<b>DISCUSSION</b>	<p>TPDC and Standing Committee Members introduced themselves. Jill Simser elected as Secretary.</p> <p>Rosters: A master member roster was shared with standing committee chairs for their review. Chairs to send updated rosters to TPDC Chair for posting online. (Electronic copy of draft roster sent out post meeting)</p> <p>Meetings Frequency: Debbie working on a meeting schedule that won't conflict with AAC or other committee meetings (ex: Assessment, CTE, etc).</p> <p>Term lengths vary between the standing committees. Suggestion made to standardize term lengths and stagger terms where necessary.</p>
<b>CONCLUSIONS</b>	<p>Standardize term lengths on Standing Committees to 2 years and stagger terms where necessary.</p> <p>Motioned: Kelli Norris; seconded Susan Houts. Passed by vote.</p>

**PROVOST REPRESENTATION ON STANDING COMMITTEES                                      D. ANDERSON**

<b>DISCUSSION</b>	<p>Provost representatives on standing committees act as an informational, non-voting resource. They may have input on Human Resource questions or other background information to share. They are encouraged to attend meetings.</p>
<b>CONCLUSIONS</b>	<p>TPDC and standing committee membership in attendance recommends Provosts be consistently placed on standing committees.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dr. Miedema to be contacted with recommendation.	D. Anderson	asap

TPDC LIAISON VOLUNTEERS

D. ANDERSON

<b>DISCUSSION</b>	
<p>New Faculty Mentoring Meeting</p> <p>D Anderson and M Groome will be speaking at the New Faculty Mentoring meetings in October. As TPDC representatives, they will provide an overview of the TPDC's and its Standing Committee's charge and answer questions.</p> <p>TPDC liaison volunteers are needed for standing committees and CTE.</p>	
<b>CONCLUSIONS</b>	
<p>Susan Houts, TPDC Liaison to Professional Development Standing Committee (PDSC)</p> <p>Susan Houts, TPDC Liaison to Center for Teaching Excellence (CTE)</p> <p>Maureen Groome, TPDC Liaison to Professional Rank Standing Committee (PRSC)</p> <p>Kelli Norris, TPDC Liaison to Sabbatical Leave Standing Committee (SLSC)</p>	

DEADLINE DATES FOR ONGOING WORK PRODUCTS

D. ANDERSON

<b>DISCUSSION</b>	
<p>TPDC recommendation: When submission deadlines for tenure, or rank or CTE Workshop approval falls on a Saturday or Sunday, packets/forms will be accepted the Monday after.</p> <p>Passed by group.</p>	

<b>DISCUSSION</b>	<b>PROFESSIONAL DEVELOPMENT STANDING COMMITTEE</b>
<p>The Professional Development Standing Committee (PDSC) is in need of a Chair and Vice Chair. Liaison Susan Houts to call a meeting to elect officers. The CTE Dean will be asked to become a non-voting member of the PDSC at this first meeting of the term.</p>	

TPDC HANDBOOK

D. ANDERSON

<b>DISCUSSION</b>	<p>TPDC Handbook needs to be updated, paying attention to any conflicts in wording between the Handbook and the Collective Bargaining Agreement (CBA).</p>
<b>CONCLUSIONS</b>	<p>D. Anderson has asked TPDC members to review entire Handbook and submit suggested edits to her by the end of September. Standing Committees to review/write their respective sections. All content edits to TPDC by end of September.</p>

STANDING COMMITTEES

D. ANDERSON

<b>DISCUSSION</b>	<p>D. Anderson described the purpose of the PDSC, PRSC and SSC. She described the approval process of a CTE workshop proposal, shared guidelines and a workshop proposal form.</p> <p>Process is being worked on by TPDC, CLO, CTE and HR so that EFSC approved</p>
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	workshops taken by faculty will be documented on the employee's online training record by Human Resources.
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2014-2015 ADDITIONAL TPDC AND STANDING COMMITTEE TASKS AS IDENTIFIED IN THE 2014-15 CBA, AGREED UPON BY UFF AND EFSC ADMINISTRATION

A. Faculty Evaluation – Recommend points for criteria identified in Tenure, Rank and MCC

The college is looking to establish a point system, factoring into FL Rule 6.14

requiring “quantifiable measured effectiveness.” Members should carefully review FL. Rule 6.14 (handout).

As a point system is developed the MCC Portfolio System will calculate total points. The benchmark identified in the CBA now is 3.

Conclusions:

The PDSC should look at MCC criteria in the CBA and recommend points (partial) for those categories.

The PRSC will look at rank criteria in the TPDC Handbook and recommend points (or partial) for those categories.

The TPDC will look at tenure criteria in the Handbook and recommend points (or partial) for those categories

Standing Committee deadlines to TPDC: mid October 2014

TPDC deadline: Meeting in October/ November 2014.

College deadline: Beginning Spring 2015.

Note: Some categories won't be the same across faculty advancement options.

B. Collegewide ADPA – Unclaimed awards

The CBA now states that monies for unclaimed awards will be awarded by a random process determined by the TPDC. Qualified applications not awarded ADPA will be forwarded to the TPDC. It is a non-evaluative process: applications will be randomly selected for the remaining awards.

C. Professional Enhancement Funds

EFSC set aside \$50,000 in 2014-2015 for faculty professional enhancement activities. CTE is the clearinghouse for those funds. The approval of funded awards is under the direction of the TPDC. What professional categories will be considered for PEF yet to be determined? Each Standing Committee is to look at the drafted list of types of activities and make suggestions.

D. Anderson to share list of suggestions she has received with the Chair of SLSC.

**Conclusion:** An ad-hoc committee will be created with the foundation of the Sabbatical Leave Standing

Committee (SLSC). The Ad-Hoc Committee's charge is to come up with a possible list of prioritized activities. List will be funneled through Chair of SLSC. In addition to SLSC members the following members of the TPDC Council and Standing Committees have volunteered to serve on this Ad-Hoc Committee.

Members: Norma Rudmik, Jill Simser, Belynda Cain, Willie Smith

The PEF Ad-Hoc Committee will also draft guidelines and procedures for review by the TPDC Council for the evaluation of these applications. It was suggested that this process be aligned with the Workshop Proposal process adopted in Spring 2014 by the TPDC Council and implemented through CTE.

Meeting adjourned: 11:20 a.m.