

TPDC minutes

Tenure and Professional Development Council (TPDC)		
9.9.2016	Scheduled 9:30-12:30	Cocoa Library 12-124
Meeting called by	Kelli Norris, TPDC Chair	
Type of meeting	Monthly	
Facilitator	Kelli Norris, TPDC Chair	
Note taker	D. Anderson (for Karyn Ott)	
Time	9:50am called to order - waited for a quorum	
Attendees	Kelli Norris, Deborah Anderson, Mevlut Guvendik, Daryl Davis, Brad Marovich, Joe Wakim, Cordia Simpson, Jill Simser, Asiya Satdanova (absent: Maureen Groome, Karyn Ott); Robin Boggs (guest - FMSS), Katina Gothard (guest- FMSS), Kristie Rose (guest PDSC/FMSS)	
9:30-9:45 Scheduled	9:50-10:05	
Discussion	Two faculty volunteered to fill vacated membership slot for the Melbourne Campus	
Conclusions	One volunteer to fill the Melbourne Campus slot and the other volunteer would represent eLearning (due to the size of eLearning it was decided to have two representatives). A. Satdanova so Moved/M. Guvendik 2 nd . Approved by TPDC.	
Action Items	Person Responsible	Deadline
Faculty to be recommended to EFSC Administration and UFF for approval so that they may attend the 10.09.2016 TPDC meeting	K. Norris	ASAP
Standing Committees – Reports by Liaisons		
9:45-10:15 Scheduled	Time: 10:05 - 11:15 (?)	
Discussion	<p>General reminder – Minutes must be taken at all Standing Committee (SC) meetings, regardless whether held face-2-face or online. Approved by SC membership and sent to TPDC Chair for posting on TPDC's webpage.</p> <p>CTE – Center for Teaching Excellence. J. Wakim</p> <ul style="list-style-type: none"> • CTE will be developing and scheduling Brown Bag lunch topics at 3 campuses. • B. Marovich is the Titusville campus CTE Ally. • Investigating awarding a yearly badge to adjuncts. • Soliciting workshop topics and facilitators <p>PDSC – Professional Development Standing Committee. B. Marovich.</p> <ul style="list-style-type: none"> • Carrie Wells, Chair • Wish to blanket approve On-Course workshops <p>RCSC – Rank Change Standing Committee. D. Anderson</p> <ul style="list-style-type: none"> • Next meeting will be Rank Change application/portfolio review. (Post meeting update – meeting set for Friday, 10/21/2016) • <p>SLSC – Sabbatical Leave Standing Committee. A. Satdanova</p> <ul style="list-style-type: none"> • Meet online. Working on PLAF transition from TPDC to SLSC. • Create datastor access for PLAF storage • Any requests denied or approved w/reservations by SLSC will be reviewed by TPDC. TPDC will make final recommendation in these cases. • 	

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SLSC (con't)

- SLSC will review CYCLE 2 PLAF applications
- Call go out to faculty Sept. 15 to remind of PLAF application deadline
- SLSC will make recommendations to PLAF processes at the end of Cycle 2
- Should

FMSS – Faculty Mentoring Standing Subcommittee. J. Simser

- Reported to FMSS TPDC's decision not to approve the assignment of non-tenured faculty as mentors to new faculty. See last meeting's minutes for record of decision.
- FMSS concerned about requests from outside departments and groups for FMSS to integrate training over and above the already full Faculty Mentoring program (i.e. assessment, course materials adoption, ...).

Conclusions	<p>PDSC – TPDC does not approve PDSC's blanket approval of all On-Course 8 Principles. Many of the Principle workshops have already been approved. How many are left? The Workshop Proposal for the remaining Principles must be completed and evaluated by PDSC using standard practice.</p> <p>SLSC –Name remain SLSC. Moved - D. Anderson. 2nd – D. Davis. Approved unanimously.</p> <p>FMSS – Motion: It is TPDC's position that assessment and course materials adoption topics be added to the mentee/mentor checklists. Furthermore, TPDC recommends online modularized training be developed by the Office of Planning and Assessment and the CTE. Moved – D. Anderson. Second – B. Marovich. Approved unanimously.</p>
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Action Items	Person Responsible	Deadline
1. PDSC/CTE which of the 8 On-Course Principle workshops have yet to be approved by PDSC	B. Marovich	10.09.2016
2. SLSC – remind membership of the importance of confidentiality in this process	A. Satdanova	Prior to PLAF Cycle 2 review
3. SLSC. Sept. 15 the PLAF reminder to faculty to go out from CTE, M. Maseman	K. Norris/M. Maseman	9.12.2016

TPDC Handbook & Approval Process for New Members D. Anderson

10:15-10:45	11:15-11:30				
Discussion	<ol style="list-style-type: none"> 1. Final review of the TPDC Handbook completed to line 500+ out of 1000+ lines 2. Presented revised wording based on process currently in practice, as compared to the out dated wording in the TPDC Handbook. 				
Conclusions	<ol style="list-style-type: none"> 1. Recommended that TPDC membership begin review of section completed in the final review. 2. Revised wording to be added to the current draft of the Handbook. 				
Action Items	<table border="1" style="width: 100%;"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Person Responsible	Deadline		
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<p>1. TPDC Handbook final review draft will be renamed appropriately in TPDC datastor. As additional content sections are completed, inform TPDC Chair as to progress line#.</p> <p>1.a. Notifications will be posted in Canvas Discussion Board when sections (to the line#) are ready for review by the TPDC Membership.</p> <p>1.b. All TPDC Members review of the final pages in datastor to line # identified in Canvas DB. Indicate that you have completed review of identified part.</p>		<p>D. Anderson</p> <p>K. Norris</p> <p>TPDC Members</p>	<p>9.12.2016, ongoing</p> <p>9.13.2016, ongoing</p> <p>9.14.2016, ongoing</p>
FMSS Documents		K. Norris	
10:45-11:30	11:30-12:30	K. Gothard, K. Rose, R. Boggs, FMSS	
Discussion	<p>1. FMSS under the impression that TPDC would have reviewed and be ready to discuss the Pathway to Tenure Proposal (PTP) draft document. TPDC still needed clarification as to which part of the 50+page "Update" document was most critical. It was explained again to FMSS that TPDC is under a great deal of pressure from the UFF to get the TPDC Handbook Revisions completed. TPDC asked which exact pages and was told pp. 6-10 of the "Update" document.</p>		
<p>2. Second request to FMSS to submit their 2016-2017 proposed goals. TPDC's 2016-2017 goals cannot be finalized and submitted to the Administration and UFF until these are submitted.</p>			
<p>3. FMSS reported that tenure sample portfolios are ready for review, but FMSS is requesting the revision of the TPDC Handbook before submitting them to TPDC for review.</p>			
Conclusions	<p>1. A process was decided to expedite the review of FMSS "Update" pp 6-10 and a deadline was set. (Post meeting note: It was later discovered that Appendices A & C are referenced in pgs. 6-10, and must also be part of TPDC's PTP review. Since this substantially increased the content TPDC was required to review, the completion date promised by TPDC was rescinded).</p>		
<p>2. FMSS is to resubmit 2016-2017 goals in priority order, with Committee housekeeping items removed. This list of prioritized goals must be reviewed and approved by TPDC, with final approval by EFSC Administration and UFF.</p>			
<p>3. TPDC stated revision of the Handbook is their number 1 priority. However, the demands from other stakeholders and changes that continue be brought to our attention interfere with the completion of this daunting task.</p>			
Action Items		Person Responsible	Deadline
1. Pathway to Tenure Proposal - review and discuss at next meeting		TPDC - K. Norris	Oct. 7. 2016
2. FMSS resubmit 2016-2017 goals		FMSS - K. Gothard	Oct. 6. 2016
3. TPDC 2016-2017 Goals submitted to		TPDC - K. Norris	ASPA
TPDC Handbook – Appendices		K. Norris	
No time remaining to start discussion on this agenda item.			

Next Meeting. Friday, Oct. 7, 2016 9:30-12:30 Melb. 2-124