

Professional Development Committee

April 25, 2012
Room 430

Members: Joanna Bethencourt, Katy Dumas, Don Gamble, Brian Kelly, Paul Molinelli, Carole Nickolai, Patrick Ruff, Charlie Stanley, Shannon Vanderpol, Dan Vollert, Chad Zullinger

Guest: Eric Castro (Educational Technologist)

The meeting began with a prayer.

Summer Grants

- Paul announced that each of the Summer Grant applicants had been notified of the PDC's award decisions. Award letters will go out within the next two weeks, summarizing the work products to be completed and acknowledging any significant changes to the project.
- Paul asked the Committee for any suggested changes for next year's process. Among the suggestions:
 - Consider providing exemplars of previously submitted grant proposals, across several award levels.
 - Consider including a note in the application that the Summer Grant process is competitive and that award funds are limited.
 - A question was raised about whether an applicant's presentation is really necessary, given that PDC members should already be familiar with the proposal. Should this limited time be used solely for questions? There was general agreement that while time is limited, a short presentation can be helpful in framing the discussion and the questions that follow. Since group presentations occasionally ran late, Paul can remind applicants that presentations can not exceed 5 minutes.
 - A question was raised about what happens to course texts that have been supported by a Summer Curriculum Grant and created by authors who leave the school. It was agreed that if those teaching the course no longer consider this teacher-created text appropriate or useful, they are free to choose a different text.

Professional Development Priorities

The Committee discussed the school's professional learning priorities and strategies for the remainder of this year and next year. These priorities will essentially remain the same as they have during the past two years: (1) preparing for extended periods and (2) integrating iPads. It remains important for us to continue our efforts as we move through these important yet complementary changes.

iPad Integration — Following are the primary learning opportunities that have been or continue to be provided for faculty/staff related to iPads

- Tutorials — individual or group "just in time" support from Eric Castro, Tech Staff, or other knowledgeable faculty/staff
- Lunch & Learns on various iPad apps
- An iPad in-service
- Friday Socials
- Collegial visits, on and off campus
- Reading/online resources via Cat Tech, etc.

Paul asked if there was anything else we should consider doing to support our ongoing learning in this area. Following are some questions and responses that emerged:

- *Will we provide training for faculty who currently do not have iPads?* When the iPad 3's arrive, we'll provide individual- or self-training options, similar to our initial rollout to faculty in December 2010. Eric and other members of the Ed Tech Committee will be available for these individual tutorials.
- *Will Bluetooth wireless keyboards be made available for faculty?* Only upon request, since faculty members generally use their laptops for keyboard intensive tasks.

- *Will there be a list of required apps for all faculty?* There will be a short list of apps that will be provided to each instructor. In most cases, this list of apps will have already been provided for use with a faculty member's current iPad. We have created a list of apps that will be provided to all students and for which we have copies available for each instructor. If anyone does not currently have a copy of one (or more) of these apps, please let Jamie know and he can provide download codes to ensure you're ready to go for next year. If there's sufficient interest (20 copies or more) in other apps that faculty find useful, we can purchase codes in bulk. If any faculty member finds that they need an app that is not provided in the standard issue, please drop a line to Jamie and he will either approve the purchase (i.e., buy with your account and the school reimburses) or pass on a code that you can redeem on the iTunes Store.
- *Will there be required apps for students?* Teachers can require students to purchase specific apps for their courses and should list them in their syllabuses, just as they do for traditional texts.
- *Will Eric continue to run his workshops before school begins in the fall?* Yes, two weeks before school starts, Eric will host a series of workshops open to all, on topics of greatest need/interest to faculty.
- **Summer Workday Idea:** Eric Castro suggested the possibility of creating a weekly summer workday, simply as an informal structure or context for learning about iPads, extended-period ideas, or anything else of mutual interest to those who show up. Similar to the way that last year's ten Screencasting/Flipped teaching grant recipient's worked, we could provide weekly meeting time and space for informal work sessions with colleagues. It's a way to support cross-pollination among departments and provide space during the summer for doing one's normal curriculum planning work. In addition to the space, maybe the school could provide food? Committee members liked the idea and brainstormed locations, days, and times. Paul and Eric agreed to pursue this idea further and to gauge faculty interest.

Extended-period support — In addition to what has already been done to prepare for extended periods, (in-services, department/level work time, off-site observations), the Committee explored how to continue supporting faculty through this transition.

- Continue with collegial visits, both on- and off-site.
- We can use next year's in-service dates (fall and/or spring) to check-in, share successes and challenges, and continue curriculum work. Being able to do so was very helpful this past year.
- With accreditation work nearly complete, there'll be more time available for departments/levels to do this kind of curriculum work during their meetings.
- Freshman Formation — how will this be rolled out? More information about this program will be forthcoming (e.g., summer letter, opening faculty meeting, etc.).

Beyond Next Year — Paul briefly referenced a general planning framework for addressing school-wide PD priorities, introduced at the January meeting. These topics and priorities will be significantly informed by our 2013 Action Plan resulting from our accreditation process.

	Introduce (Context)	Focus (Implement)	Follow-up (Evaluate)
Year 1	Topic A	--	--
Year 2	Topic B	Topic A	--
Year 3	Topic C	Topic B	Topic A
Year 4	Topic D	Topic C	Topic B
Year 5	Topic E	Topic D	Topic C

Meeting adjourned — next meeting September 26, 2012.