



## Professional Development Committee June 16, 2008

**Members Present:** Mr. Ginn, Mr. Jeff Biddle, Ms. Junie Albers Biddle and Ms. Michele Rawls

**Staff Present:** Ms. Laura Close

**Not Present:** Ms. Nancy Allison and Dr. Edwards

These minutes summarize the key issues of the Professional Development Committee Meeting held on June 16, 2008. An audio tape recording of the meeting is available to all interested parties upon request.

Ms. Close thanked the Committee members for attending the meeting. The focus of the meeting is to review the final Spring 2008 applications and reimbursement forms for the Professional Development Reimbursement Program and to discuss the Summer program.

Ms. Close commented that a couple of the reimbursement forms indicated different course numbers than what was showed on the initial application form. Mr. Biddle and Ms. Albers-Biddle from UCF reviewed the applications and verified course were appropriate.

The committee started the review of the applications.

Mr. Biddle mentioned he saw one application listing a course in liberal arts math, and asked if it was developmental. Ms. Albers-Biddle commented that the course was part of the AA and not a developmental course and was already signed off on by Dr. Edwards.

Ms. Albers Biddle asked about the amount of \$250 requested on the reimbursement application form by some of the applicants and thought it was because they may not have known the amount had been increased to \$500. The members reviewed the receipts to determine the proper amount for reimbursements. Although an applicant may have requested \$250, the members stated that if all was in order, they would receive the maximum allowed.

Mr. Ginn reminded the members that there were a couple applicants who did not meet the new guidelines, but since they had been approved for the fall 2007 semester, the Committee previously approved the spring application as final payment.

Some comments: the program will no longer be reimbursing for courses with a major in Elementary Education, do not pay for money that has already been paid, need better work on receipts being submitted.

The members finished reviewing the applications and signed off to indicate which applications were approved and indicated the amount to be paid.

Ms. Close also asked the members to review the new application forms. Mr. Biddle asked if it was appropriate to ask date of birth and gender. Ms. Close commented that this information was added after a presentation from the UCF Financial Aid representative. The committee determined it was not necessary to know the gender. The members of the committee continued discussion on individual applications.

Ms. Close said there were several people working on the forms and she asked for clarification as to what the committee wanted on the final forms. The committee decided that "all applicants must attach the FAFSA applicant and award document". The group also decided that the question should ask: "Are you receiving any financial aid or scholarship, Yes or No. If so, please list and add "Other" \_\_\_\_\_ and the amount. Put the questions in proper sequence.

The committee commented that the GED piece should be removed as well as the current GPA from the application form. Ms. Close will make sure all the changes are reflected in the new brochure. The semester and dates will be written in by the applicants. The deadlines for each semester will be included on the form.

Ms. Close asked about the summer semester. Ms. Close commented that all applicants have been contacted to see who may be taking a summer course, and those who stated they are enrolled said their courses are not ending by June 30, 2008. Ms. Biddle will contact a couple of students she knows to see if they are doing the short semester for the summer. Ms. Rawls asked when the funds would have to be dispersed, and Ms. Close commented that Ms. Coffield said a summer course would have to end by June 30, 2008. However, since it is not possible to get paperwork done prior to June 30, 2008 that means any summer reimbursement would have to come out of the new fiscal year so it would not apply. Ms. Coffield joined the meeting to discuss this issue. Ms. Coffield commented that only one person who was contacted would meet the June ending date. Ms. Biddle commented that she knew some students who were attending summer courses but they were receiving Bright Futures but that grant doesn't pay for summer courses. Ms. Biddle will contact those UCF students to see if they would qualify. After further discussion, the Committee agreed that the 2007-2008 program would end with the Spring 2008 semester. Mr. Ginn and Mr. Biddle suggested that we leave the program with the current guidelines. Ms. Rawls stated that maybe we could consider doing the summer semester next year. Ms. Coffield commented that with the review process and the rubric system, we will have a better idea of the amount of funds to be allocated earlier in the year. Mr. Biddle motioned to not include funds for the Summer Program. The members agree.

The group reviewed some of the additional information on the application documents. Mr. Biddle referenced in section 2, all applicants must be seeking ECE degree, and it should be listed earlier on the form. Ms. Biddle asked about the information on page 3, and if the committee was to complete the section about who is Lake County provider. The Coalition will verify age served, etc. and then the committee does the rubric and signs off. Mr. Biddle commented section 2, starts with "what is GPA,

etc” then says all applicants must be seeking an ECE degree. Some adjustment to margins will be needed to have all information for section 2 on one page. Some areas of part 3 were reviewed. Mr. Biddle commented no need to verify grades twice; it was explained that a check mark would be sufficient to state that transcript was received as that document will also verify courses taken and the grades. Mr. Biddle wanted to add: verify that courses were verified as “successfully” completed. Mr. Biddle questioned the need for “Reimbursement Application Date” on Section 3. Ms. Coffield stated that all applications will be reviewed for approval or denial and reason for denial will be indicated on the checklist. If not approved, indicate reason, i.e. application not submitted by deadline, course not completed, etc.

Mr. Biddle wanted to verify which questions were to be researched by the ELCLC staff and which by the Committee. An asterisk will be placed and noted at the bottom to make it clear. Ms. Close will send an email to all members of the committee with the draft revisions for final review. Ms. Close will also review the brochure to make sure everything is accurate. Ms. Coffield commented that all the forms will be ready by the August Board meeting and then posted to the website.

There was no further discussion. Mr. Ginn moved to adjourn, seconded by Mr. Biddle.

Submitted by:

Laura Close, Quality Operations Manger