

Minutes of the October 19, 2010 Professional Development Committee Meeting  
(Prepared by Tim Brotherton)

Members present: Tim Brotherton (chair), Adnan Dakkuri, Tom Hollen, Alison Konieczny, and Cecil Queen

Members absent: Piram Prakasam and Roberta Teahen

1. No new members have been assigned to this committee
2. Previous Minutes were corrected and adopted
3. Committee members edited responses to be provided to 2009/2010 3<sup>rd</sup> wave applicants, chair will forward comments to Paula Hadley-Kennedy for distribution to applicants
4. Reviewed 2010-2011 PDC Guidelines
5. Amended Guidelines for 2011-2012
  - a. Revised due dates
  - b. Updated committee membership
  - c. Edited PDC grant announcement and criteria for evaluation
  - d. Made small editing and wordsmithing changes throughout the document
6. Chair will incorporate changes to guidelines and forward revised guidelines to committee members for further editing changes. 2010-2011 Guidelines to be finalized by Friday, 10/22/10.
7. Scheduled next meeting for the First Grant Period for 2010/2011 Reviews  
**3 pm, Tuesday 11/30/2010 – NOTE NEW TIME**
8. Adjourned