

**Professional Development Committee
Thursday, February 15, 2007**

**Technical Building, S-137/B35
3:00-4:30p.m.**

Present: Dr. Richard Abel, Wynn Butler, Caicey Crutcher, Carol Dellinger, Virginia Fullbright, Julie Kramp, Kandi LeClear, Shanna Legleiter, Alan Mettling, Renelle Mooney, Elaine Simmons, Kala Steffen, and Anne Higgins.

Absent: Julie Knoblich

Anti-Harassment Training

- Evaluation results for the live Barton County campus training were viewed.
- Ft. Riley's Training
 - Have had two sessions for Troop School Faculty and Staff (all levels). Staff has one more on Wednesday, February 21st. Make-up is probably needed for some.

Faculty Council Training Report – Renelle Mooney

- Faculty Council is working to spend their allotment of professional development dollars. They are planning to use a large share of their fund to sponsor eCollege certification.
- There was discussion about sharing Faculty Council and Professional Development Committee funds to sponsor training that is suitable for all employee classifications.

Quality Service Training Report – Carol, Shanna, Kayla, Wynn

- Student training dates are set for late February, with make-ups in March.
- There will be no QS training at Ft. Riley for awhile.

Employee & Management Survey Results – Carol, Julie, & Alan

- 163 Responses (54% Return Rate)
 - 127 (53%) Employees
 - 35 (60%) Managers
- Result Comments
 - There appears to be computer training needs at both basic and advance levels.
 - High interest in CPR
 - Lots of interest in Dealing with Difficult People training
- The committee discussed how to approach prioritizing the survey responses. Wynn discussed the 80/20 rule and agreed to work with the data to create Paerto Charts that would help direct the training plan.
 - Professional Presentations
 - Most could be done in-house, allowing easy set-up for some
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- Development
- Set-up two weeks prior so that students in the course can be asked what is needed so that it can be customized to their needs.

Professional Development Plan/Training Categories

- Identify and prioritize requested training
- Determine training audience
- Determine frequency of offerings
- Select trainers
- Utilize in-house trainers where possible
- The group had a lengthy discussion about payment to in-house trainers. It was determined that if the training occurred in a structured non-credit format, in-house trainers would be paid \$50 per contact hour. The \$50 payment includes R&D, i.e. preparation time.
- Payment to in-house trainers for credit courses would be based on current credit hour guidelines.
- Julie Kramp will research the availability of a speaker and proposed cost to conduct a “Dealing with Difficult People” presentation for all Barton employees.

Online Training Project

- Wynn reported that Janet has a course shell for the mandatory anti-harassment online training course.
- Committee members need access to the course for review.
- A committee list will be forwarded to Janet Balk for enrollment (account) purposes.
- Carol discussed the College's Course Management system.

Action Items & Assignments

- Julie Kramp – research speakers & costs associated with a “Dealing with Difficult People” training session.
- Wynn Butler – develop Paerto Charts from the survey results.

Next Meeting – March 8, 3:00-4:30 – S-137/B35

Minutes recorded by
 Anne Higgins
 Administrative Assistant