

Professional Development Committee Minutes
Friday, September 14, 2007 3:00-4:00p.m.

Present

Dr. Richard Abel, Wynn Butler, Caicey Crutcher, Carol Dellinger, Jeremy Dutton, Virginia Fullbright, LaVonne Gerritzen, Julie Knoblich, Shanna Legleiter, Joel Lundstrom, Kala Steffen, and Anne Higgins

- It was noted that Steve Tustin can join us on an as-need-basis.

Approved Plan

- Change in amounts (June minutes IT set to \$5,670—actually \$5,580)
 - Adjustment in eCourse area leaves more money for items needed.
- Located on “T” drive
- Web Site???
 - Agendas, minutes, and plan will be located on the HR web page for viewing.

Charter

- Wynn’s class will recreate a charter from the most current copy from 2004.

Re-survey Sample

- A brief re-survey will be done online for specific topics so that location need can be determined.
- A column for online/face-to-face will be added to determine how the course will be taught. Also a way to track training level needed.
- Rephrase “specific areas where you feel you need training” to “what specifically do you need to gain from this training” to assist in determining the level needed.
- LaVonne will get with Steve to get this on the web and send through email.

Faculty Council Report

- “Mark the Spark” will be the presenter at the All Faculty Meeting on October 20.
- There are monies available for enrollment in classes and developmental monies for travel.

Status of Seven On-Line Directed, Required or Mandated Training Courses

- Anti-Harassment – Alissa Duncan
- Employment Discrimination - Joel
- Students With Disabilities – Angie and Amanda will be contacted by LaVonne
- FERPA – being placed in new employee orientation, not necessary for a course.
- Student Discipline – discussion regarding what sort of student discipline (legal, code of conduct?), once decided Dr. Abel will look into course work.
- Blood Borne Pathogens – Kathy Brock and Kathy Heidrick
 - Put online with New Employee Orientation (for awareness & knowledge)
 - Hi Risk Areas (nursing department, nurse, MLT department, ESE department and athletic department) need annual
 - Can do online pretest – and if score is high, no further training needed
 - Low score – additional online training

- Drug-Free Environment – LaVonne will find out more on this topic, discuss with Angie.

eCourse Modules

- 101A & B
 - A- Rick A., Janet Kirmer, Faculty (?)
 - B- LaVonne, Janet Kirmer, Faculty (?)
 - The goal is so that we can have more trainer
- 106
 - Wynn and LaVonne
 - eCollege will be upgrading in March.
- 105
 - Rick A., LaVonne, Department Chairs.
 - Move 50% of Gen Ed. to include a shell
 - Discussion regarding training High School instructors.

eCourse and SMART Classroom Training (each 2 hours)

(On plan—need to separate)

- eCourse
 - Intro to Online Instruction
 - Advanced Online Instruction
- SMART
 - Enhanced instructional techniques
 - How equipment works (taught by IT)
 - This specifically for secretaries in buildings to assist faculty with questions or problems.

Current Priorities

- New Employee Orientation (FERPA –no additional formal training required)
 - Quality Service (included in new employee orientation)
 - Discussion regarding mandatory requirement continued. Stated that it must be supported by leadership if it is expected to be completed.
 - Discussion regarding time for QST, before official start date, two half-days?
 - Access to online QST course will be given so others can view and changes can be developed.
- Module creation (7 online modules)
- Re-survey
 - LaVonne will talk with Steve Tustin
- eCollege Certification
- eCollege training schedule developed

Emergency Management

- First Aid and CPR required for ALL building monitors, every other year.
- Will know who needs training within the month
- CPR offered to all employees every other year
 - 6 people per session
 - 1-2 hours per session

- Sessions will be scheduled for both Barton Campus and Ft. Riley Campus.

Meeting Dates

- First Wednesday of every month, 3:00-4:00, S-137.
- Ruby Pane will be at Professional Conference Days, January 9, 9:00-3:00. She will speak about Social Class Training.