

**Barton's Professional Development Team  
Meeting Agenda**

<b>Team Name:</b>	Professional Development	<b>Date:</b>	November 7, 2007
<b>Process/Project:</b>	Monthly Meeting	<b>Time:</b>	3:00PM
<b>Recorder:</b>	<b>Anne Higgins</b>	<b>Place:</b>	S-137

<b>Meeting Facilitator: LaVonne Gerritzen, Julie Knoblich and Mike Flynn</b>					
<b>Team Members:</b>	<b>Present</b>	<b>Team Members:</b>	<b>Present</b>	<b>Team Members:</b>	<b>Present</b>
Rick Abel	No	Virginia Fullbright	Yes	Shanna Legleiter	Yes
Wynn Butler	Yes	LaVonne Gerritzen	Yes	Joel Lundstrom	No
Caicey Crutcher	Yes	Anne Higgins	Yes	Kala Steffen	No
Carol Dellinger	No	Julie Knoblich	Yes		
Mike Flynn	Yes	Julie Kramp	Yes		

<b>Agenda: Key Discussion Points</b>	<b>Discussion Items</b>	<b>Actions Taken</b>
<b>Topic 1: Web Site</b>	Professional Development Plan Training Timeline Minutes	These can be located online at <a href="http://www.bartonccc.edu/pdc/index.htm">www.bartonccc.edu/pdc/index.htm</a>
<b>Topic 2: eCollege Certification</b>	Using eCompanion – LaVonne Gerritzen (completed) 101A-Developing Online Courses— Rick Abel & Janet Kirmer (enrolled) 101B-Teaching Online Courses LaVonne Gerritzen (enrolled)	Dr. Able and Janet Kirmer will assist in training for on and off campus instructors.
<b>Topic 3: eCompanion Training</b>	<ul style="list-style-type: none"> <li>• Training being offered to WTCE associate faculty on November 19<sup>th</sup> (evening) and December 1<sup>st</sup> (Sat. morn)</li> <li>• Advanced training will follow in January (To help meet directive of Vice President)</li> </ul>	Noted that fall 2008 full-time faculty will have eCompanion, and fall 2009 associate faculty will be using eCompanion.
<b>Topic 4: Re-Survey</b>	Sent Out Thursday—will compile results this month and set up training	Julie Knoblich, Mike Flynn and LaVonne Gerritzen will discuss scheduling needs once compiled.

<b>Topic 5: Center for Management Development Training</b>	<p>Training for supervisors, department chairs and other designated employees – January 3 &amp; 4:</p> <ul style="list-style-type: none"> <li>• Jan 3—Facilitation Skills for Team Leaders and Managing Time &amp; Multiple Priorities</li> <li>• Jan 4—one of the following: <ul style="list-style-type: none"> <li>○ Understanding Human Behavior</li> <li>○ Negotiating Skills, Conflict &amp; Change</li> <li>○ Influencing without Authority</li> </ul> </li> <li>• Will be held twice a year in the future</li> </ul>	<p>Instructed by Dr. Heilman. Paid for by the Activities Fund. Management training will occur again in August 2008.</p>
<b>Topic 6: Seven Online Courses</b>	<p>Form sub-committee</p>	<p>Wynn Buttler, Joel Lundstrom and LaVonne Gerritzen.</p>
<b>Topic 7: StarLink Training</b>	<p>These will be available on DVD – and will be placed in BartOnline 101 (Best Practice) and in a Professional Development shell available to WTCE associate faculty.</p> <p><b>NOVEMBER 12-26, 2007</b>                      <a href="#"><u>ARE YOU TEACHING WITH 'STYLE'?</u></a></p> <p><b>DECEMBER 3-17, 2007</b>                      <a href="#"><u>MEASURING STUDENT OUTCOMES</u></a></p> <p><b>JAN. 21-FEB. 18, 2008</b>                      <a href="#"><u>CURRICULUM REDESIGN</u></a></p> <p><b>FEBRUARY 4-18, 2008</b>                      <a href="#"><u>STUDENT MOTIVATION</u></a></p> <p><b>MARCH 24-APRIL 21, 2008</b>                      <a href="#"><u>COURSE REDESIGN</u></a></p> <p><b>APRIL 7-21, 2008</b>                      <a href="#"><u>PLAGIARISM PITFALLS</u></a></p> <p>Additional training is available – go to <a href="http://www.starlinktraining.org"><u>http://www.starlinktraining.org</u></a> -- ask LaVonne if you have any questions.</p>	<p>Board of Regents purchase one year use of Starlink. Available in three manners; 1-support staff, 2 – faculty oriented, 3 – archives. The list of available course can be found online under faculty resources <a href="http://www.bartonccc.edu/learningandinstruction/facultyresources.htm"><u>www.bartonccc.edu/learningandinstruction/facultyresources.htm</u></a> Usage will be tracked by LaVonne.</p>
<b>Topic 8: SMART Classroom Training</b>	<p>Who at the Fort? Who at Great Bend campus?</p>	<p>Not needed at Ft. Riley. Training on an as needed basis for the Barton Campus, contact LaVonne.</p>
<b>Projects Still To Do:</b>	<p>Building Monitor Training (CPR &amp; First Aid) New Employee Orientation</p>	<p>Timeline, Building Monitor Training November 9 and 15 by Mark Dean, November projects include the re-survey information, new faculty orientation.</p>

**Other suggestions/comments from team:**

It was discussed that LaVonne and Wynn will begin eCollege training in April – will be changed on the timeline.