

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

Team Name:	Professional Development	Date:	March 5, 2008
Process/Project:	Monthly Meeting	Time:	3:00PM
Recorder:	Anne Higgins	Place:	S-137

Meeting Facilitator: LaVonne Gerritzen, Julie Knoblich and Mike Flynn					
Team Members:	Present		Present	Title	Present
Rick Abel	X	Mike Flynn	X	Julie Knoblich	X
Wynn Butler	X	Virginia Fullbright	X	Julie Kramp	
Caicey Crutcher		LaVonne Gerritzen	X	Shanna Legleiter	X
Carol Dellinger		Anne Higgins	X	Joel Lundstrom	X
				Kala Steffen	X

Agenda: Key Discussion Points	Discussion Items	Actions Taken
Topic 1: Accomplishments		Shared what courses have been taken and the outcome. Hand-out.
Topic 2: Budget	Budget—from original Plan Expenses Proposed Expenses Balance	<p>Budget: budget column represents the original plan, Expenses represents what has been paid out to this date.</p> <p>Anti-harassment and Employee Discrimination: create as a “term” time frame. Separate shells for current and new employees. Wynn has shells set-up. Discussed how many will be taking the course, all employees – question regarding if it includes adjunct faculty. Need to create auto-grade system.</p> <p>FERPA, Student Discipline, Blood Borne Pathogens: LaVonne will email Dept. of Commerce regarding instruction. Possible instructors could be Angie Maddy, Carol Delinger, someone with USD428, LaVonne will contact them.</p> <p>Drug-free Environment: LaVonne has sent an email to Diana</p>

		<p>Cahoon.</p> <p>Emergency Management: Mark Dean said there is no need for money from Professional Development.</p> <p>E-Course Smart Classroom: LaVonne will contact several novice to assist in creating user directions for each rooms.</p> <p>E-Course Certification: Remove Wynn Butler, it doesn't teach what he thought it would.</p> <p>CITE Conference: was added into the budget</p> <p>Time Management & Meeting Facilitation: training was in January 2008.</p> <p>CMD-Dr. Graham: was unexpected so not budgeted. Will receive monies from the Activity Fund, could be up to \$7000.</p> <p>Communication Skills: carry over to 08-09 budget, Rick Abel may teach.</p> <p>Excel, PowerPoint: will be via hybrid in the fall.</p>
Topic 3: On-line classes	Need coverage for Students with Disabilities & Drug-Free Environment – send email?	Possible instructors would include Carol Dellinger, Angie Maddy, USD 428 representative, downtown representative, or Maria.
Topic 4: eCertification List	Do we want to set standards when providing money???	Discussed that supervisors request those in their area. Faculty Council will pay for faculty, Professional Development will pay for Staff. Decided that if they do not receive certification and either area paid, the employee will be responsible for repayment for the class. LaVonne will contact and determine names from supervisors.
Topic 5: Re-Survey	<ul style="list-style-type: none"> • Office 2007 Training this summer • Additional training – fall (using re- 	Mandatory in the fall for all employees. Three hour sessions. Teaching where common uses are located in Office 2007.

	survey data)	
Topic 6: Dreamweaver	Asking Dana Allison if she would provide training	
<p>Other suggestions/comments from team: Begin thinking about the 2008-2009 needs in Professional Development. In 07-08 a lot has been for supervisors, we need to provide for all employees. Keep in mind that for new employees, it is difficult to have too much on the learning plate at once.</p>		