

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

<b>Team Name:</b>	Professional Development	<b>Date:</b>	September 16, 2009
<b>Process/Project:</b>	Monthly Meeting	<b>Time:</b>	3:30PM
<b>Recorder:</b>	Anne Higgins	<b>Place:</b>	S-137

<b>Meeting Facilitator: LaVonne Gerritzen, Julie Knoblich and Mike Flynn</b>					
<b>Team Members:</b>	<b>Present</b>		<b>Present</b>	<b>Title</b>	<b>Present</b>
Rick Abel	X	Virginia Fullbright		Shanna Legleiter	X
Caicey Crutcher		LaVonne Gerritzen	X	Joel Lundstrom	X
Carol Dellinger	X	Anne Higgins	X	Kala Steffen	
Jeremy Dutton	X	Julie Knoblich	X		

<b>Agenda: Key Discussion Points</b>	<b>Discussion Items</b>	<b>Actions Taken</b>
<b>Topic 1: Professional Development Shells</b>	<ul style="list-style-type: none"> <li>• Hand-out (sent via email) Comments are summary from President's Staff</li> <li>• Start Date: October 1</li> <li>• Two Sessions</li> <li>• Authors need to get in shells – look at comments from Beta group and update/fix</li> <li>• Jeana has agreed to complete the two sessions @ \$1,650 per session</li> <li>• Who will notify employees</li> </ul>	<ul style="list-style-type: none"> <li>• Review of completers and those that did failed to complete.</li> <li>• Start date is on hold for further discussion regarding quality of shells and testing. Julie will check with Dr. Heilman to see about a later start date.</li> <li>• Two sessions for employees to complete will be scheduled. Julie will contact Dr. Heilman to inform the College regarding the process and completion of the shells. Julie will also develop a certificate for completers. Those that did not complete with the Beta or failed, and those that do not complete or fail will be addressed by their supervisor for completion.</li> <li>• Authors will be notified to view shells and make corrections needed.</li> <li>• LaVonne will share comments with Jeana, and request same format for each</li> </ul>

		shell.
<b>Topic 2: Budget</b>	<ul style="list-style-type: none"> <li>• We have \$6,650 left – what should we schedule?</li> <li>• I've attached a list of our 08-09 plan (that was cancelled in fall of 2008)</li> <li>• Do we want to do something for supervisors?</li> <li>• Do we want to do something for all staff?</li> </ul>	<ul style="list-style-type: none"> <li>• Review sheet of training and costs, a meeting will be set in 3 weeks to discuss possible use of remaining dollars.</li> <li>• Options regarding working with post-secondary students was discussed</li> </ul>
<b>Topic 3:</b>		
<b>Other suggestions/comments from team:</b>		
<ul style="list-style-type: none"> <li>• Joel shared that different education status levels of testing should be created for different status level of employees; easier for the lower employees, harder for the administrative employees. Jeremy shared that in the military the test regarding these items are the same for low and high ranking officers. It was discussed that each person will place as much effort as they feel necessary to complete the assignment and that is something out of the control of the Professional Development Team.</li> <li>• The goal of these shells are to make employees aware. It was voted 5 for, 1 against that this format is what is used.</li> <li>• Joel requested to be removed from the committee. He does not feel that people are learning, he feels that it is simply a check-box style of teaching.</li> <li>• Further discussion was raised by Joel of why we paid people to train employees of items that they should know, Excel, Word, PowerPoint. It was discussed that not everyone knows these programs and that with changing to a new level of Office, the training was necessary for everyone. Joel questioned why the training did not occur at Ft. Riley, the training occurred in the summer just as it did at the Barton campus. It was also shared that these were items requested from the Professional Development survey given to all employees last year, we could not expand on any of the training due to budget cuts.</li> <li>• Further discussion regarding shells and testing will be held at the next meeting prior to start date of sessions for employees.</li> </ul>		