

## **Professional Development Committee – April 20, 2010**

Present: Caicey Crutcher, Carol Dellinger, Jeremy Dutton, Julie Knoblich, Shanna Legleiter

Absent: Rick Abel, Virginia Fullbright, Kayla Steffen

### **New Co-facilitator: Volunteer/Nominee**

*A new co-facilitator will be asked of from the new members. If no one volunteers, I will draw a name from a hat (so to speak).*

### **Scribe:**

*Meeting note takers will be done in alphabetical order.*

### **New members: Requests (2 people)**

*PDC determined at least one more representative from faculty will be on the PDC.*

*I have sent Ron Kirmer an email requesting a Faculty Council member, and an email to the Barton campus requesting 1 or 2 new members.*

### **Monitoring PD shells (new employee's completion):**

*Caicey Crutcher and Jeremy Dutton will meet with LaVonne G. to train on how to monitor the shells.*

### **Shell training every 3 years?**

*I confirmed this with LaVonne. Also, new employees would have 90 days to complete the shells.*

### **Other issues (emails) concerning PD shells...**

*Shell creators need to change the shells to allow participants to see which questions they answered correct/missed. Any questions on how to do this should be directed to Shanna Legleiter.*

- Bloodborne Pathogen DVD?

### **Are we going to have the same creators update the shells as needed?**

*PDC determined the creators of the shells will be responsible for updating the shells.*

### **Pay?**

*TBD, a fee of \$100.00 will be paid to the creators of the shells for updating. Shanna Legleiter is developing a Rubric to help facilitate the up keep of the shells.*

**Next year's training:** *Supervisors – Professional Development Committee?*

*If the supervisor can't make the training – designate a subordinate.*

Supervisor survey – Mark Dean (training \$/budget for next year).  
\$10,000

*PDC will research options for training; Julie K. (other HR Directors), Carol D. (other schools), utilizing Shanna's 'Disney Training'.*

*i.e. Computer/Technology training, Customer Service training, Ruby Payne etc., People Management/Personality recognition, recommendations from Dr. Heilman*

**Motivational material:**

*Please send/forward material, ideas, thoughts, etc. to Jeremy.*

\*Dr. Abel – Conversation Days set up?