

Professional Development Committee (staff)  
August 5, 2010 10:00am  
Minutes

**Present:** Carol Dellinger (co-Chair), Julie Knoblich, Rick Abel, Regina Reynolds, Caicey Crutcher, Linda Gobin, Shanna Legleiter, Kala Steffen, Ron Kirmer. **Absent:** Jeremy Dutton.

**OLD BUSINESS:**

**Staff Survey:** As per Dr. Heilman's request, the committee will put out a survey to staff supervisors soliciting information regarding what type of staff training professional development they would like the college to pursue. Caicey Crutcher and Julie Knoblich agreed to oversee this task.

**Professional Development at other institutions:** Carol Dellinger reported on some research she did exploring what types of professional development activities other KS community colleges offer. She found a wide variety of activities from one time only activities to an ongoing continuing ed-type of programs for staff and faculty. This will be distributed as soon as possible with directions that they be returned by August 27.

**Online Training Shells:** Caicey Crutcher reported that the shells for the seven training shells have been revised as per plan and all are currently on track. Discussion continued that it was recommended that if employees are not meeting their requirements in completing these training shells that their supervisors should be contacted and that the supervisors are the individuals who should be contacting their staff regarding this matter.

**Rubric:** Shanna Legleiter presented a rubric which she designed which the committee will be using in evaluation of current and newly designed training shells. Discussion continued regarding the continuous maintenance and upkeep of the shells. It was agreed that the shell designer would be asked to take on this task and that an honorarium of \$50 would be awarded for this practice. The deadline for this is Oct 1.

**OLD BUSINESS:**

**Individual Professional Development:** The committee discussed whether they wanted to propose that some of the PD funds be available (as per request) for employee professional development (e.g travel and participation in conferences/seminars; webinars; speakers). In regards to individual employees seeking funds for pd, Ron Kirmer was asked to provide the members at our next regularly scheduled meeting those guidelines that the Faculty Council have developed for this same purpose with faculty.

**Faculty Council Fund Request:** Ron brought a request from the Faculty Council that approximately \$3,000 of our funds be used for a motivational speaker, Jeff Borden, to talk at the joint faculty meeting in Salina this fall. He would then come to campus and hold a session pertinent to staff here. After discussion, Ron said he would talk with Dr. Quinn about the possibility of using some faculty funds (in the past these have been earmarked for individual use only) for this purpose. The proposal was tabled until the next meeting.

**Funds for Individual Professional Development:** The committee discussed offering a pool of funds for individuals to apply for professional development money. These individuals would need to submit a standardized "proposal," which would then need to be approved by the committee. The faculty has used this system for the past couple of years. Ron Kirmer will bring the proposal form that the faculty uses to our next meeting.

- It was noted that one question that needs to be on the proposal is "Do you have money from your department for this professional development?"

**Starlink :** Julie brought word from LaVonne that the Department of Education would be providing Starlink training opportunities through May, 2011 at no additional cost.

The next meeting will be set as soon as possible after August 27 for the committee to discuss further the plan of action for the coming year.

Submitted by Rick Abel