

**PROFESSIONAL DEVELOPMENT COMMITTEE
MINUTES 9/8/10**

Attending: Ron, Shanna, Julie, Rick, Linda, Jeremy, Carol and guest, Julie Kramp

OLD BUSINESS

Appreciative Inquiry: Julie Kramp introduced the concept of Appreciative Inquiry as a constructive approach to what you are doing right, rather than looking at what you are doing wrong. Julie would teach these, in conjunction with Gil Cloud from Fort Riley, and they would be willing to co-facilitate classes at each campus.

Fall	Part 1	Great Bend	Spring	Part 2	Great Bend
Fall	Part 1	Fort Riley	Spring	Part 2	Fort Riley

This activity is endorsed by Dr. Heilman and would be done as an AQUIP activity. Discussion was held about having this for supervisors, or for a targeted area, but the committee opted to have it opened for anyone interested. The committee was in favor of including this in our Professional Development offerings and Carol will contact Julie to see what dates are available for this training. There will be no cost for trainers.

Supervisor Survey: Results from the survey indicated a strong request for Excel training and training on the topic of Dealing with Difficult People. Shanna will contact those who requested Excel training to find out whether they want a structured learning situation with pre-set topics, or an open lab setting where they can bring specific questions or projects to be solved. The answers to these questions will determine how we set up this training. Shanna will check with Deanna Stevens about providing the training and the possible cost. Discussion was held about using Webinars to do the Dealing with Difficult People (DDP) training, as opposed to hiring a live presenter. Dr. Abel will research options.

Faculty Speaker: Ron reported that the faculty may be using Title 3 funds and faculty professional development funds to pay for the speaker for their October joint faculty session. There was concern that this speaker did not have a topic close enough to what we wanted for staff professional development, so we would look at other options.

Individual PD Proposal Form: Ron provided a form used by faculty for individual professional development training, and discussed required employment qualifications. He also noted that they did not use money to purchase CD's or hard copy training or "things." If funds are left over, an individual may make a second request. Shanna Legleiter has reviewed the application process used for receiving mini-grants. She volunteered to use both documents to come up with an application for staff PD. She requested committee input for a qualifications rubric, and suggested that supervisor approval to attend be part of the request process.

Training Shells: Information was transferred automatically from the old shell format to the new format, so shell updates can be completed at any time. The old shells are locked for new entries, but those working in the old shells can complete them. Carol will notify shell developers that they can proceed with updates in the new shells.

Web Page: Julie will continue with efforts to make the Professional Development web page more robust – to include training opportunities such as Starlink Training etc.

NEW BUSINESS

2010 Plan of Action: It was determined that the committee needed more information about possible speakers and dates for various activities before the 2010 Plan of Action could be developed. A meeting will be set for the end of the next week to do this. In the meantime, Julie will check with Community Colleges about speakers on DDP, Ron will check with his faculty speaker about this topic, and Rick will research presenters and various presenting mediums for delivering on the topic of DDP.

Submitted by Carol Dellinger 9/15/10

