

Professional Development Committee

October 14, 2010

3:00-4:30 PM

Members present: Dr. Richard Abel, Carol Dellinger, Kala Steffen, Ron Kirmer, Anne Higgins, and Shanna Legleiter

OLD BUSINESS

**Responses to Training Opportunities**-Carol shared that there were 10-12 participants who took advantage of Citizen Preparedness Training. Shanna shared that 5 participants attended the first Basic Excel training; 7 participants attended the Advanced Excel training. There are 8 pre-registered for the Appreciative Inquiry sessions. We may need to combine the two sessions to make one session as we did with Citizen Preparedness training.

**Difficult People Speaker**-The group agreed to go for a “splash” with this speaker. The group narrowed down the options to Sharene McHenry and a group of others that Kala is going to research. Kala is going to narrow down the list of new speakers and send information out to the team. An email will be sent out with a bio and pricing information for each speaker. Members are asked to vote on their choices. A decision will be made via email prior to the end of the month. Webinars are still a possibility, but will be determined at a later time.

It would be best if the speaker could address the College once in the morning and once in the afternoon. The team needs to promote the events to make it a better opportunity for employees rather than the same training we have been promoting.

**Budget**-Overall budget is 10k. So far, fall trainings have cost \$400. This item was tabled until the Difficult People speaker is decided.

**Personal Professional Development Requests**-The team determined that the maximum amount someone could apply for is \$450. The group needs to determine a representative who will receive the requests. The form can be created electronically and stored under the Faculty & Staff forms and under the Professional Development webpage. Julie has been paying out funds so far for the team. We need to identify an individual to pay the recipients. Shanna mentioned that it would be helpful to have a formal procedure on how the process will go from start to finish.

**Starlink**-Regina Reynolds will be in charge of promoting Starlink to employees at the College. She will also be placing these session opportunities on the website. There are also possibilities of these sessions being opened through iTunes.

**Web Page**-Shanna indicated that she has handouts from the Excel training that could be placed on the Professional Development webpage.

NEW BUSINESS

**EBooks Training**-Shanna mentioned that Dr. Quinn wanted to know if we could put on a session to teach employees about the use of eBooks. Carol is going to check with Mary Hester about a November and Feb/March timeframe for offering the training.

Submitted by Shanna Legleiter