

**Professional Development Committee  
Minutes 1/13/11**

Attending: Anne Higgins, Carol Dellinger, Julie Knoblich, Virginia Fullbright, Caicey Crutcher, Ron Kirmer, Rick Abel, and Shanna Legleiter

**OLD BUSINESS:**

1. **Follow-up for Megan Johntz Presentation:** The committee reviewed training evaluation results. 20 out of 24 evaluations were positive. Lighting was mentioned as an issue. Scoring for Fort Riley evaluations were 4's or very high 3's for presentation via ITV. Overall, the presentation went really well. Off-campus participants (non-Barton employees) liked the training session.

Anne compiled a list of other training sessions employees would like to receive from the evaluation forms, which included: project management, effective communication in the workplace, communicating effectively with coworkers, professionalism, trends and changes affecting the College, technology, and help me be a better instructor.

Megan will be turning in the rest of her expenses by the end of the week. \$1,950 off-campus income was received for the presentation. Training cost roughly \$5,000 and with off-set of off-campus income, the training cost coming from the PDC budget will be approximately \$3,000.

The committee discussed possible ways to thank both Luanne and Andi for their assistance with the project.

2. **Dates for Spring Events:** March 18 for appreciative inquiry follow-up. April 19 for Disney Quality Service from 1-3 p.m. Ruby Payne panel (Karen Kratzer, Todd Moore, Nicole Schneider, and Carol Dellinger) will wait on setting date until Excel training dates have been set. Committee is waiting to hear back from Deanna Stevens on the spring Excel training dates.
3. **Individual Professional Development:** There is the possibility of having approximately \$2,000 plus \$1,950 from outside revenue to fund individual professional development requests.

Individuals will apply to receive professional development moneys. One person will receive the applications and they will then be approved by the committee via e-mail. Approve/disapprove decision will be made within 2 weeks. Virginia agreed to receive the application forms.

Faculty applications will receive funding preference from Faculty Council funds first. Send e-mail list to Virginia. Post application form on web site and then send link to Virginia. Receipts must be sent to Virginia before they are paid. Anne will process requisitions. \$400 limit.

Carol will send out a list of prior fall training activities, as well as new spring activities. Shanna will send out spring training opportunities just like what she sent out for fall training

opportunities. Before selecting the training dates, the committee will check the college activities calendar to try and avoid conflicts.

**NEW BUSINESS:**

- 1. Future Evaluations:** Paper or Goggle? Would need to have people sign-in so know who to send Google form to. Evaluation needs to be nameless so person can feel free to share their feelings. Hard-copy forms never go back to the trainer so they can't identify the handwriting. 55% filled out the Google evaluation for Megan Johntz's training. Participant list from instructor to one committee member (Anne) so there is consistency by having only one person send out all evaluations.
- 2. Future Opportunities:** Jenni Reiling "Balancing Acts" might be an option for next fall. Hope Randolph said the training session was very interesting.

The screen cast of Megan Johntz's training will be sent out with the handouts for her session.

As recorded by Julie Knoblich