

**Professional Development Committee
Meeting Minutes
8/10/11**

Present: Shanna, Ann, Julie, Rick, Ron, Carol, Regina, Caicey

New Members: Two members of our committee are no longer employees. Requests for volunteer membership from Fort Riley were sent on 7/27/11 to Ange Sullivan, Gil Cloud, Mark Shipman, Charles Davis, Brenda Siebold, and Jeff Mills, as recommended by Dr. Quinn. We are waiting on a response.

Budget: We have been given \$10,000, but we do not know what our charge is, and will not know until after the 29th of August when the President's Staff meets. Until then we will concentrate on PD that does not involve a lot of cost.

Training Shells: The committee agreed that a name change to *Employee Mandatory Online Training* and not having a termination date (since this is ongoing material,) would be a good move and would be less confusing to those using the shells. Ann will contact Jenna to get this done.

A request for volunteers to take over responsibility for the Bloodborne Pathogens shell was sent to the nursing faculty. If there is no response from this area, then we will ask Kathy Brock or members of the MLT faculty.

Julie has an automated e-mail going out every six months asking shell creators to review their shells for broken links, etc. We may want to request a reply from the creators.

Starlink: Regina reported that all but about ten of the archived programs have been put on DVD and are stored in the Faculty Resource Room in the Learning Resource Center. Rich Unrein is continuing to work to download the rest from I-Tunes into this format so that they can easily be checked out. Regina is putting together a spreadsheet with the offerings from former years. She will send this out to all users, and will post it on the PD website. She will send out Starlink reminders every Monday concerning current offerings.

Discussion was held about having a monthly "scheduled" group viewing with a link to Fort Riley. This might make it easier for people to make a priority to attend, and there would be the possibility of group discussion afterwards. Regina and Carol will work together to talk to Gene Kingslien at Fort Riley to find a time that would work for them and to get this up and running.

Programming: Until we know our direct charge as a committee, we will be limited as to what we plan. From last year we know that we want to have:

- Disney Leadership
 - Shanna Legleiter
 - Thursday in October, 2-4 p.m. – she will send a date
 - Spring – 2 hours
- Deans and Directors (Julie Kramp and Jane Howard)
 - Managing Relationships, Leading Change, Managing Time, Leading Meetings, Managing Conflict, Reviewing and Renewing Programs, Celebrating and Building on Success
 - Fall -- 2 hours and Spring 2 hours

- Appreciative Inquiry (Building on the Strengths of Your Department) – Julie Kramp and Gil Cloud
 - Fall – 2 hours and Spring – 2 hours
 - Carol will ask Julie to get with Gil and arrange dates they would like to present.

- Computer Training
 - Access – Introductory, Basic, Intermediate – training requested last year
 - Excel – Introductory, Basic, Intermediate

Carol will contact Janet Kirmer to have her talk to Kristy and Deanna to see if they are interested in teaching. If so, (and based on the budget and committee charge) then we will conduct a Google Survey to see what interest is out there for these classes. We will need descriptions of each level of class. There was concern from last year's training that the basic courses were too fast and in-depth, hence the need for the introductory level, esp. for Access.

Outside campus speakers will be considered after we know our committee charge and budget constraints.

New Ideas for Professional Development:

- Regina noted that an opportunity for free training is available through Learning Express, notably software training.
- Employee Wellness - possibility??
(once a month reminders of healthy lifestyles – ask Brook Thompson?)

Committee Meeting Time: The consensus was that the 3:30-4:30 p.m. on Wednesdays worked well for everyone. Because Caisey will be connected remotely, we will continue to meet in S-137 in case we need to use the telephone vs. I-Pad.

Future Agenda Items:

Committee Charge
Staff/Faculty
Budget
Fund Request Form – review

Submitted by Carol Dellinger