

Professional Development Committee
Minutes 3/15/12

Present: Shanna Legleiter, Rick Abel, Anne Higgins, Caicey Crutcher, Julie Knoblich, Regina Casper, Ron Kirmer and Carol Dellinger

Old Business

Focus Group: Results from the focus group had been distributed to the group beforehand. We now need to work on the AQIP document and present our findings to Dr. Quinn, who will be back on campus March 27. The group felt that it would be more productive to have one representative from the Great Bend campus and one from the Fort Riley campus draft the AQIP document together, rather than having both groups attempt to meet and do it. It was also suggested that we have one faculty and one staff person from each campus, for a total of four. This will be presented to Dr. Quinn as a recommendation.

From the focus group results it seemed that there were two issues to look at; customer service delivery and systems enhancement, as well as internal conflict management resolution skills. It was noted that we still have suggestion boxes on the Great Bend campus that are monitored through Human Resources.

The group also felt that, as a committee, we should oversee and coordinate the customer service training, but not deliver the training. Perhaps each campus PD Committee could work on this to meet their time schedule and needs, but keep each other informed and share training opportunities whenever possible. The Great Bend committee will begin to look at possible sources for training, with a target goal of Fall 2012 Professional Development Days. Randy Thode is still interested in providing funds, if we can get this organized prior to his grant deadlines.

We discussed the forum's suggestion that training be offered in short time segments and offered multiple times to allow for office coverage. It was suggested that some training could be done at Faculty Council meetings.

We also felt that our committee's role is to enhance the training that is provided through additional training opportunities (i.e. Starlink, and other online resources), promoting employee recognition, providing motivational material, working on increased communication (i.e. staff directory), and other things of this nature.

New Business

Rick has an offering he is putting together concerning things an instructor can do regarding hybrid classes. He would like for the Professional Development Committee to have a role in promoting this offering.

Submitted by Carol Dellinger