

**PROFESSIONAL DEVELOPMENT COMMITTEE**  
**MINUTES**  
**MAY 8, 2012**  
**3:30 - 4:30 p.m.**

**Present:** Shanna, Caicey (phone), Ron, Rick, Anne, Julie, Virginia, Regina and Carol

**OLD BUSINESS:**

**AQIP Report:** Customer Service Training - The committee finalized the initial draft of the AQIP proposal, and we now are ready to submit the document. This was also done with the AQIP Outcomes draft document. A completely new proposal will be drafted to start Phase II of Customer Service training.

**Customer Service Training:** We are waiting on word from the Title III committee about funding the online Noel-Levitz program, and working on developing a training schedule and plan. When all of this is in place, Fort Riley will be invited to join our effort, if they want to do so. It will probably be best if training is started in the fall, rather than try to do some in the summer or wait until spring.

**Budget Information Update:** The April minutes reflected some inaccuracies based on recent changes in budget information. First, a Fort Riley Professional Development team has been named. The team will include Brenda Siebold, Lindsey Holmes, Abby Werth and Jeff Mills. They will receive \$2500 for professional development to use for Fort Riley. The GB PD committee will also receive \$2500 to use for the Great Bend campus. The Faculty Council will NOT receive professional development funding next year. For this reason, and because of increased PD committee responsibilities, Dr. Quinn has recommended that we expand our committee membership to include more faculty (this will be handled under new business) so that PD decisions are reflective of both faculty and staff. Any speakers hired would come from this \$2500 budget. Individual professional development funds are in the hands of each employee's supervisor.

**NEW BUSINESS:**

**Professional Conference Days:** Dr. Quinn has asked that the Professional Development Committee take a leadership role in developing the Professional Conference Days (PCD). After discussion, the committee felt this was a task we could undertake in future years; however, due to the late notice this year, for the August PCD's, we would only take responsibility for carrying out plans for a "Resources Fair." For this new responsibility, we envision our role as an over-reaching one: our job would be organizing committees for various activities such as the picnic, speaker, breakout sessions, etc. and delegating out specific tasks. A question for Dr. Quinn was whether or not we would have financial responsibility for PC days and whether we would have autonomy in planning the events.

**Committee Reorganization:** Due to the increase in responsibilities for the committee, Dr. Quinn recommended that we seek increased membership, esp. among faculty. It was noted that we should seek out supervisors and get permission to invite people to join, particularly Elaine and Rick. Anne and Carol will work on this over the summer.

The meeting was adjourned at 4:20 p.m.  
Submitted by Carol Dellinger