

**Professional Development Committee
Minutes
July 2, 2013
1:30-2:30 – A-113**

Committee Layout

- With Carol Dellinger's retirement, Julie Knoblich has accepted to step up to the Co-facilitator of the PDC. For this reason, we have changes occurring within committees.
 - Barton Chats – status update
 - Krystal Barnes has accepted stepping into the lead position for Barton Chats since Dana resigned and Julie is now Co-facilitator.
 - We have offers pending for two others to join the team
 - Growth and Development – status update
 - Broken into two areas – 1. Faculty/Associate Faculty and 2. Staff
 - Faculty/Associate Faculty – this team will continue to be led by Dr. Able, we are submitting requests for two additional faculty members to join him, suggestions have been made and we are waiting on his response.
 - Staff – an offer has been made for a lead, we are waiting on a response. Once we have the response, we will move forward and ask three others to join.

August Picnic – 8/16, 5:00-8:00 @ Camp Aldrich

- Plans – there will be a sign-up sheet campus wide access on the Tdrive/Temporary Shared File for employees to sign up if they are planning to attend, and encourage them to bring a potluck dish. This will assist with count for the food items.
- Currently we are working with Jim Ireland regarding a lifeguard, Todd Ammeter for the hayrack ride, and Roni Wertz for organized kid's games.

Professional Conference Days

- Dates – 8/13-8/16. New Faculty Orientation will occur on 8/12.
- Schedule – Ron has submitted a schedule to Dr. Quinn, waiting for a response and/or approval.

Customer Service

- Survey – From the Noel-Levitz Customer Service Training, it was decided that in addition to the comment boxes on the campuses, we needed an online location in which comments could be submitted. The Customer Service team took this on with Dana and developed the first bullet below. However, it has come to our attention that the survey in the second bullet is already live on the website. Questions stand as to if the surveys are the same, or different, who receives the live survey information, is there a process for these comments, etc. Anne is scheduling a meeting with the AQIP lead that was responsible for this survey to determine if this one would also handle employee matters.
 - http://www.bartonccc.edu/administration/hr/prof_dev_comm/cs_suggestions.html - in process for comments and concerns
 - http://www.bartonccc.edu/community/institutional_feedback.html - online already

Funds

- Waiting on the fiscal budget for allocation.

Summer Meetings

- It has been determined that PDC Lead meetings are necessary during the summer, due to the fact that we have events that will begin in August. Monthly meetings will be scheduled appropriately for 13-14 Academic Year.

Minutes submitted by
Anne Higgins