

**Professional Development Committee
Minutes
April 25, 2014
3:00-4:30 – L116**

Video – [Thai Good Stories By Linaloved](#)

Subcommittee Reports:

Customer Service – 10 minutes

- Nothing to report. Due to changes in team participation, Julie and Anne will begin to place a focus on this team to begin development in this area.

Customer Service Week – 10 minutes

- **Recap of this year's actions** - Brief review of 2013 sessions, good participation, approximately 203 (duplicate) to sessions and events held.
- **Ideas for 2014** – waiting for the logo, should be available in June, and then plans will begin. Wanting suggestions to replace FISH! – contact any of the team members if you have an idea.

Barton Chats – 10 minutes

- **Recap of this year's actions** – 2013-14 Barton Chats were much better attended than last year with an average of 12-14 per chat; attendance was consistent in both the 2 pm and noon meetings; there was discussion regarding supervisors requiring their staff to clock out if they come to a Barton Chat – is this a campus-wide policy? Our committee feels that, since the chats are professional development in nature, employees shouldn't have to clock out if attending; discussion regarding Oleg's presentation of "Managing Change"
- **Ideas for next year** - We are considering offering several chats which cover different aspects of "change" and how it affects faculty, staff and students-topics would include stress, employee struggles, the changing student/the changing instructor, conflict, etc.; we discussed a "student success" chat which could include a small panel of students as well as staff, we will meet again in late August/early September to finalize a schedule for the 2014-15 year

Professional Conference Days – 10 minutes

- **What's coming in the fall?** - August 12-15, 2014, schedule is being finalized and will be sent out prior to people leaving for the summer. Ruby Payne – please encourage participation from departments.

Growth and Development Staff – 10 minutes

- **Recap of this year's actions** – have been holding Word, Excel, and Access training sessions- average of 7/session. Deb has been sending out reminder emails, still have two sessions remaining.
- **Ideas for next year** – will continue to hold the computer training sessions next spring. Discussion was held regarding the upcoming summer training for Microsoft Office 13, this is not part of PD, but could need more.

Growth and Development Faculty/Associate Faculty – 10 minutes

- **Recap of this year's actions** – Received excellent response from the survey sent by mail, have answered some questions. Sent out second survey for more detailed answers, received 57 responses, the team will meet end of April to plan sending the response to this survey. Beginning to see direction in the needs of Associate Faculty and Faculty.
- **Ideas for next year** – working with certain departments regarding information to increase information in the calendar made at the Print Shop – dates things are due, dates of events,

answers to commonly asked questions. Hoping to get a first go at this for the 2014-2015 calendar.

Hospitality – 10 minutes

- **Update of the Academic Year Events** – Had good participation at the Holiday Gathering. Spring into Summer Luncheon – right around the corner, plans are working out well, we will know more once complete.
- **Ideas for next year** - Fall Picnic – Discussion regarding location. Thinking about the Great Bend Campus, possible use of the Kirkman. Further plans will be made this summer.

NEW BUSINESS

Budget – 10 minutes

- Remaining Funds – 2014 we requested \$10,000, received \$7500. Are using some funds to assist with the Ruby Payne training for fall 2014.
- 2015 – requested \$9000, if not, request to stay at \$7500. Need to work on planning and use of funds for other PD training.

Other – 5 minutes

- Groups – most groups are doing well, working on the Customer Service Team and getting that focused.
- Encourage that we are all a committee, even with the separate teams, we are one. Encourage new employees to ask supervisors if they can participate in PD events and sessions.
- Name change was discussed at the previous Lead meeting. Due to the involvement of the Hospitality team, we now not only focus on Professional Development. The Leads came up with Professional Development and Enrichment Committee – discussed, and agreed upon by the full committee, Julie will find out the process to get the name changed.
- Supervisor Chat – this was a Barton Chat lead specifically for Supervisors. Positive results through discussion and questions asked by those that attended. Barton Chats will work to develop a quarterly session specifically for Supervisors, to be led by Elaine Simmons.

Minutes recorded by Anne Higgins