

AGENDA/MINTUES	
Team Name	Professional Development Steering Council Minutes
Date	June 2, 2020
Time	2:00pm – 3:30pm
Location	Zoom

Facilitator/Recorder	Jenna Wornkey					
Team members						Present X : Absent O
X	Elaine Simmons	X	Kathy Kottas	X	Jenna Hoffman	
X	Claudia Mather	X	Brandon Steinert	X	Michelle Kaiser	
X	Mark Dean	X	Kurt Teal	X	Jenna Wornkey	

Topic/Notes	
<ul style="list-style-type: none"> • Microsoft Training – Excel Basics(31), Intro to Excel(17), Functions in Excel(22) – recordings were posted to the Website • Requests <ul style="list-style-type: none"> ○ Customer Service/First Impressions ○ Banner Enrollment Process ○ Diversity/Inclusion – the Team didn’t have anything ○ Conference for Women/Team Building ○ Industry to Academia ○ Leadership ○ Women in Leadership ○ The Women’s Conference ○ Dealing with Difficult People ○ Tech Tools ○ Barton Cares Survey • Staff Funding Opportunity and Faculty Funding Opportunity – progress <ul style="list-style-type: none"> ○ Dani Kultgen was approved for two sessions. Both are online. • Website: March 1 – May 25 there were 379 unique page views, 622 total. • Alternate Delivery Methods <ul style="list-style-type: none"> ○ Best Practices for Students and Employees ○ Zoom for beginners – inside Canvas ○ 5 Sessions in March – 65 Total attendees, 12 were staff • Concourse Training has begun with two session held in April – pick back up in July and continuing through August. • TOD Talk and Summer Short The Center is trying something new. We hope these will be monthly or bi-monthly sessions with rotating topics based on needs. • New Faculty 20-21 With two less days of training, some of the session will be merged with Cougar TALEs and open to all employees. This allows for more round table style training and won’t double up the sessions for the two events. • Adjunct Faculty Meeting 8/6/20 Save the Date went out in the mail and via email the end of April. There will be a second 	Jenna

Save the Date in a few weeks. An additional mailer with registration information will go out in mid-July.

- Cougars TALEs (Technology, Awareness, Leadership, Education)
The planning committee has identified topics. We are reaching out to presenters.
- Employee Appreciation Day treats – This place would be a zoo without you.
These were a huge hit. Unfortunately, all other Taskforce events have had to be postponed.

Additional:

Michelle expressed she is working with her team to produce short 'how to' videos on various topics. The Center has expressed they would love to have them for August as we prep to start orientation

There was a mention of sessions on inclusion and diversity and the new Instructional Rubric. These will be discussed further as more information becomes available.

New mandatory training topics will be coming forward, once in place it will be added to the currently scheduled training.