AGENDA/MINTUES	
Team Name	Professional Development Steering Council Minutes
Date	September 1, 2020
Time	2:00pm – 3:30pm
Location	Zoom

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

Topic/Notes	
- Website - Expanded to include Archive and Reach Out sections - TOD Talk and Summer Short Four sessions offered, short presentations on various topics and then opened for Q&A. - Faculty Forums We hosted two faculty forums. Average attendance was 30. Conversation and questions were great. - New Faculty 20-21 This started with six participants and has grown to eight. Monthly sessions have been scheduled. - Cougars TALEs (Technology, Awareness, Leadership, Education) The August event was well attend and received a lot of positive feedback. This was the first time the event was held fully online. We learned from the experience will use the experience to improve on future offerings. With schedule changes, the January Cougar TALEs will be moved to December, following Thanksgiving break. A committee will begin planning this next week. - Adjunct Faculty Meeting 8/6/20 Attendance was triple what it has been in the past. The chat was very busy with questions and sharing. Several breakout sessions ran long as groups were catching up. - Concourse Training - Five sessions + Division Meetings In additional to Cougar TALEs, there were other events happening around the PD sessions. 3rd Wednesday PD Sessions (FC) Beginning in October, the Center will host this opportunity with the help of FC. - All Taskforce engagement events have been postponed - Tracking Currently, Cathie O and myself gather data on PD attendance. We have talked in the past about offering a short form where individuals can report what they are attending. This would help with accreditation. It would also prevent duplication of reporting. - Banner Training This is an ongoing discussion. Some training has been offered in the past, general training. With each user having different permissions, it's hard to train in groups. Michelle commented that there is a way to pull a list of who has access to what. She will	Jenna

ensure this access list is going to supervisors when a new employee is hired. That way they can reach out with regard to individual training.	