

AGENDA/MINTUES	
Team Name	Professional Development Steering Council Minutes
Date	December 3, 2019
Time	3:15pm – 4:00pm
Location	S-139/Zoom

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

Topic/Notes	
<p>Opportunities</p> <ul style="list-style-type: none"> <li>No January Breakfast and/or College Updates: Jenna will send an email about this</li> <li>Gratitude Fest: Last year the Professional Development department spent \$2,500 on the off campus event, this year we spent \$500 and donated 400 items for the Barton Campus food pantry</li> <li>Teaching with your Mouth Shut – Abby Howe/Roni Wertz will present at the January 2020 Faculty Council meeting</li> <li>Canvas Open Lab, Non-Instructor, Instructor, VidGrid - 6</li> <li>Microsoft Training – Excel Basics, Intro to Excel, Functions in Excel January 29<sup>th</sup>, February 5<sup>th</sup> and February 12<sup>th</sup> in T117</li> <li>Student Support – round table with Penny, Rita, Jakki, Angie: Scheduling is a challenge. Maybe start with two and have them come and go, discussion ongoing</li> <li>New Faculty 18-19 and 19-20</li> <li>Adjunct Faculty Meeting 8/6/20</li> <li>Cougars TALEs (Technology, Awareness, Leadership, Education)</li> <li>Mandatory Training Schedule: Adjustments have been made to mandatory training and how it is tracked</li> </ul>	Jenna
Action Items: VP Simmons would like to see Supervisory Training	