

Beaufort County Community College

**PROFESSIONAL DEVELOPMENT COMMITTEE
Building 10 Board Room - 11/16/2010, 10:30 AM**

MEETING MINUTES

2010-2011 Committee Members:

Pam Cummings, Chair	Sandria McFadden	Lentz Stowe
Crystal Ange	Ben Morris-absent	Pat Walker
Brian Bridgers	Donna Price	Samantha Whitehurst
Clara Ebron	Marion Porter-absent	Almeta Woolard
Dorothy Jordan -absent	Doug Stalls	Emily Woolard -guest

- Welcome
- Recap of 2010 training held.
- Purpose of meeting - to plan training for 2011 calendar year.
- Discussed training through Ed2Go, NC Net Academy and the Small Business Center
- Opened the floor to discuss training ideas for 2011calendar.
- Committee developed a tentative training schedule and identified coordinators for each training session.
- Meeting adjourned

Next Meeting: January 2011

2011 Planned Training Sessions (as of 11/16/10)

Topic	Coordinator	Projected Training Date
Groupwise/Novell – update	Sandy McFadden	January/February
Intro to MicroSoft Office 2010	Pam Cummings	January/February
MS Word-Advanced session	Brian Bridgers	January/February
MS Excel – Advanced session	Brian Bridgers	January/February
Intro to New Tools in Technology- advanced	Doug Stalls	February
Diversity Training	Lentz Stowe	March/April
Campus Safety overview	Pam Cummings	March/April
Retention/Advising	Crystal Ange	April (prior to pre-reg)
To Be Determined (TBD)	TBD	May
TBD	TBD	June
TBD	TBD	July
ADA/Section 504	Crystal Ange	August
Classroom Management	Crystal Ange	September
Intro to Planning & Institutional Effectiveness	Almeta Woolard	September
New Tools in Technology - beginning	Doug Stalls	October
Learning Styles	Crystal Ange	October
TBD	TBD	November
TBD	TBD	December
Workplace Violence	Pam Cummings	TBD