October 1, 2012 – 9:00am

PROFEESSIONAL DEVELOPMENT COMMITTEE MINUTES

MEMBERS PRESENT:

Emily Woolard, Kim Jackson, Lou Stout, Sherry Stotesberry, Michele Manning

MEMBERS ABSENT:

Gail Ambrose

The meeting opened with discussion of choosing officers for the committee.  Officers were chosen by decision. No vote was needed. Emily Woolard is Chair, Lou Stout is Vice-Chair, and Michele Manning is Secretary. Emily Woolard described the purpose of the committee and procedures for recommending professional development credit. She will send an email to members regarding potential credit. Committee members need to respond with yes or no.  Criteria for approving PD was discussed and it was explained that most personal/professional development is acceptable.

The other task of this committee is to brainstorm ideas for sessions. One of the committee members will spearhead and coordinate the session. We will also serve as liaisons to faculty for ideas for needed PD. Some topics are needed every so often(ex. FERPA).

It was discussed that our options were to find someone on or off campus willing to do PD for free or to try to partner with Small Business Center (Lentz Stowe). It was discussed that we used to have money allotted for training but that it is no longer available (Faculty Upgrade Allotment Funds). Some training comes through the technology department. If it comes through small business, then it must be open to the public. Any ideas of training were welcomed.

Lou Stout stated that Dr. Tansey has mentioned doing some PDI ssessions about the processes for various areas on campus (ex. admission, continuing education, financial aid). Sherry Stotesbury suggested a series about "Learning Your College" and the committee agreed that this was a good idea. It was also stated that sessions we have done in the past are also an option. In the past we have offered sessions on requisitions, travel forms, time forms, etc. We will discuss at our next meeting an agenda for this series and other sessions to be offered.

Emily asked for any other ideas for training. Lou Stout also suggested another FERPA training session.

Other suggestions included: another Visio training session, Microsoft Office sessions, 2007 vs. 2010 training, training for the new Datatel, a re-run of Michelle Lieberman's True Colors session, a general Campus Safety session, and SACS training.  A 10% report training from Bebe or someone else was also suggested.

The next meeting will be Monday, October 22, 2012 at 9:00 a.m. We will set Mondays at 9:00 a.m. as our regular meeting time.

Respectfully submitted,

Michele Manning