

Professional Development Committee
February 2, 2009 Minutes

The Professional Development Committee met on February 2, 2009 at 3 p.m. with the following members in attendance: Almeta Woolard, Pam Cummings, Donna Dunn, Carrie Peed, Libba Thomas, Cynthia King, Lori McNeil, Joy Landeck, Sue Brookshire, Jo Linda Cooper, Jeanne Martin Guest – Emily Eddings

Members unable to attend were: Crystal Ange, Carolyn Hughes, Brenda Rogers, Lentz Stowe

Approval of minutes from November 27, 2007 and December 16, 2008

The committee reviewed minutes from the November 27, 2007 and December 16, 2008 meetings. A motion was made to approve the minutes. The motion was seconded and approved by the committee.

Professional Development Training for 2009

The chairperson provided a list of planned training that 2007-2008 committee suggested last year and a list of the actual training that was conducted. The chairperson stated the need to provide as much in-house training as possible this year for faculty and staff with the recent travel restrictions imposed. The chairperson then opened the meeting for training ideas and discussion. Committee members had a variety of ideas for training sessions that would benefit faculty and staff. (See attached recommended training list.) There was also discussion regarding reminding employees about training opportunities through the NC-Net Academy and Continuing Education –Ed to Go. The committee will review the recommended training list at the next scheduled meeting to determine actual training dates and times.

Next Meeting: Monday, February 16, 2009 at 3 p.m. in the Building 10 Board Room.

With no further business, meeting was adjourned.

2009 Professional Development Training Recommendations

- Seminars from Wachovia at Work List (Audience: All/ Coordinator – Pam Cummings & Emily Eddings)
Recommended: Estate Planning, Completing the FAFSA
- NC – Net Academy online training
- Education to Go – BCCC Continuing Education – online training

February :

- 2/24/09 – Online Writing Resource Training , 12 p.m., Room 9-928
(Audience: Faculty/ Instructor: Mike Davis/ Coordinator: Lori McNiel /Dixon Boyles)

March :

- 3/3/09 – PowerPoint 2007 Basics, 12 p.m., Room 2-112 (lab limited to 25 participants)
(Audience: All/ Instructor: Laura Gipson/ Coordinator: Donna Dunn)
- 3/17/09 – Financial Aid Overview, 12 p.m., Room 9-935 (seating capacity 40)
(Audience: Faculty & All/ Instructor: Harold Smith/ Coordinator: Donna Dunn)
- 3/24/09 – Professional Conflict Resolution, 12 p.m.
(Audience: All / Instructor: Crystal Ange/ Coordinator: JoLinda Cooper)
- 3/26/09 – Introduction to Planning and Institutional Effectiveness, Times TBD
(Audience: All / Instructor: Dorie Richter/ Coordinator: Almeta Woolard)
- 3/31/09 – Blackboard Version 8 Grade Center, 12 p.m., Building 5-Lower Level Room 6 (Media Center)
(Audience: Faculty / Instructor: Tricia Woolard/ Coordinator: JoLinda Cooper)

April :

- 4/7/09 - Tech Prep/Articulation, Huskins, Dual Enrollment, and the Early College High School.
(Audience: Advisors/ Instructor: Wesley Beddard/ Coordinator: Donna Dunn)
- 4/20-4/24/09 - Entering grades in Datatel
(Audience: Faculty/ Instructor: Rhunell Boyd/ Coordinator: Joy Landeck)
- March or April – Cultural Diversity training
(Audience: All/ Instructor: Jose' Mendoza & Lori McNiel/ Coordinator: Lori McNiel)

Dates to be Determined:

- Team Building (Audience: All/ Instructor & Coordinator –Cynthia King)
- Dynamics of Leadership? - (Audience: All/ Instructor & Coordinator –Cynthia King)
- Myers Briggs - (Audience: All/ Instructor & Coordinator –Sue Brookshire)
- Excel 2007 Basics overview - (Audience: All/ Instructor: Whiting Toler/ Coordinator: Donna Dunn)
- Campus Security/Evaluation & Flip Chart overview - (Audience: All/ Instructor: Hal Swindell/ Coordinator: Donna Dunn)