

# Professional Development

Friday, September 27, 2013

9:00 a.m.

Building 1 Conference Room

**Chair:** Emily Woolard

**Vice-chair:** Kimberly Jackson

**Secretary:** Michele Mayo

**Members Attending:** Emily Woolard, Kimberly Jackson, Michele Mayo, Gail Ambrose

**Members Absent:** Lou Stout, Sherry Stotesberry

## *Minutes from Meeting 09/27/2013*

### Agenda Item

**I. Presenter:** Emily Woolard

- Review/Approve minutes from last meeting
- Motion to approve minutes made by Gail Ambrose. Seconded by Kim Jackson.

**II. Update on survey and Blackboard Presenter:** Emily Woolard

- The Professional Development survey has been sent out to faculty and staff via survey monkey. It is due back Oct. 11. Results will be provided at the next meeting.
- Emily and Tricia Woolard are still working on getting the Blackboard course for PD up and running. Ideas for how to track and document participation online were discussed. It was decided that rather than a test for each session, one question verifying/certifying participation would be sufficient. We will try to schedule sessions in the Media Site room for recording.

**III. PD Sessions Update Presenter:** Emily Woolard

- Learn Your College: Emily has talked to Mark Nelson and he is agreeable to this idea and will talk to presenters.
- IT Sessions: Art Richard is willing to do this and will contact Emily.
- SACS: Sherry talked to Crystal Ange and they are already offering this to faculty. The need to focus on staff was discussed.
- True Colors: Kim is working on a Spring date to bring this session to BCCC from ECU. She also plans to ask Judith Meyer to redo a session she gave several years ago on a similar topic. Emily will try to find the name of that session, as it was well-received by faculty.
- ECU wants to do a transfer training course for faculty for business courses. We will investigate interest in this prospect.
- FMLA: There is a long-term goal from Human Resources to educate the faculty about FMLA.

#### **IV. PD Policy Review**

**Presenter:** Emily Woolard

- Our committee needs to review our PD policy and wording. We also need to review the hourly requirements for PD for faculty and staff. We will look into how we can compare our requirements to other institutions across the state and discuss at the next meeting.

Committee members

- Emily will re-send the current policy.

Kim Jackson made the motion that the meeting be adjourned and Gail Ambrose seconded it. The meeting was adjourned at 9:50 a.m.

### ***Other Information***

**Next Meeting:** October 25, 2013 @ 9:00 a.m., Building 1 conference room. , 9:00 a.m., Building 1 conference