Professional Development Committee			Tuesday 10/21/14
			8:30 am
			Building 4, Room 102
Chair:	Ron Baldwin		
Vice-chair:	Denise King	**Secretary:**	Aino Jackson
Members Attending:	Denise King, Sherry Stokesberry, Aino Jackson, Ron Baldwin, Jane Alligood, Dorothy Jordan		
Members Absent:	Emily Woolard, Gail Ambrose, Joan Robson		

Minutes from Meeting (10/21/14)

Agenda Item	Progress of Digital Alternative to Acquiring PDI Credit		
I.		**Presenter:**	Ron Baldwin

- ➢ Ron offered session yesterday, "How to Navigate PDI Sessions in Blackboard." Five faculty/staff were in attendance. The session was recorded and will be assessable for faculty/staff.

- ➢ Ron reviewed the Blackboard site with members and discussed methods to enhance use of the site. The suggestions included: categorize the PDI offerings according to divisions/mandatory offerings, etc., attach the link to the Professional Development Forms, reference the Faculty/Staff Manual for PDI requirements, post the list of PDI sessions created by Dr. Ange

- ➢ Ron will send suggested YouTube presentations to supervisors for approval before posting on site.

- ➢ Ron will email Senior Staff about the PDI site created in Blackboard and recommend PDI requirement compliance.

II.		**Presenter:**	Ron Baldwin

- ➢ Discussed methods for maintaining PDI hours. Faculty/Staff are responsible for keeping record of PDI. They are to give a copy of the Professional Development completed form to their supervisor and provide the supervisor with a copy of Posttests completed for online PDI offerings. Aino will maintain a notebook for Training Sign In sheets for Faculty/Staff to reference.

- ➢ Recommend to Senior Staff and or Evaluation Committee to have employee attach PDI log at time of annual evaluation.

III.		**Presenter:**	Ron Baldwin

- ➢ Ron presented the workshop from the Small Business Center "How to Find, Interview and Hire Great People for any Small Business" for endorsement.

- ➢ Members approved this workshop for PDI credit.

- ➢ In the future, Ron will email members for vote on PDI offerings and committee updates.

- Minutes from last meeting were approved. Denise made the motion for approval and Dorothy seconded the motion

- Minutes from this meeting were approved at the 2/4/15 meeting. Ron made the motion for approval and Sherry seconded the motion.

- Meeting adjourned at 9:20.

| **Next Meeting:** | Spring Semester, Date, Time and Location TBA |