

Professional Development Committee
September 2, 2004 Minutes

The Professional Development Committee met on September 2, 2004 with the following members in attendance: Judy Jennette, Dorothy Jordon, Joy Landeck, Marcia Norwood, Penny Sermons, and Hal Swindell.

Judy opened the meeting with the request to approve the minutes from the May 6, 2004 meeting. Motion was made, seconded and approved.

Judy reported that Suzanne Gray is now a part-time employee and has asked to be replaced on the Professional Development Committee. Wesley Beddard will recommend Suzanne's replacement for the next meeting.

Judy stated that the campus wide rating for professional development on the "Satisfaction Survey" completed by BCCC faculty and staff had significantly increased over the last year. Satisfaction had risen from 79 % to 89%.

The workshop on how to conduct focus groups provided good information. Recommendation was made to give the attendees three hours of PDI credit. It was also recommended that the \$1,500 workshop fee be split evenly between Faculty Upgrade Allocation and Marketing. Motion was made, seconded and approved for both items.

Hal made the recommendation that the safety summit be held every other year. A condensed, one-half day version will be provided on a yearly basis for new employees. These training sessions will be held in late April. Hal will coordinate this.

Penny reported that Chris Craddock and Whiting Toler are developing a virtual computer lab for students to use. Training on how to use the virtual computer lab will be provided to employees through a "Lunch and Learn" session.

The suggestion was made to conduct a workshop on wireless computers. Penny will research finding a speaker. She will try to offer this workshop in January or February, 2005.

Other potential "Lunch and Learn" topics included:

Mobile computer lab - This could include information on David Crosby's "Education To Go" program.

Perhaps invite the public to attend to learn more about "Education To Go."

"Blackboard"

What's happening in each building-tour the building and have a speaker (buildings #4 & #7 together, #5, #8, and #10?)

Judy reported that the budget for Faculty Upgrade Allocation has been received and is \$7,494.00 total – the same as last year. Information about applying for these funds will be sent out campus wide with a deadline to submit applications. Once the deadline has passed, the committee will meet to disperse the funds.

The committee will meet again in October.

Respectfully submitted by Marcia Norwood