

**Professional Development Committee  
October 26, 2006 Minutes**

The Professional Development Committee met on October 26, 2006 with the following members in attendance: Donna Dunn, Emily Albera, Sherry Stotesberry, Sandy Sauve', Sue Brookshire, Hal Swindell, Joy Landeck, Gail Ambrose and Pam Cummings.

Members unable to attend were: Almeta Woolard, Betsey Lee Hodges, Lentz Stowe, and Sandy Brown.

**Approval of minutes from May 3, 2006**

Pam requested a motion to approve the minutes from the May 3, 2006 meeting. Motion was made, seconded, and approved.

There are some items from the May 3, 2006 minutes that will need to be reviewed and followed up on by the committee.

Such as:

- Does the committee choose to schedule a Communication workshop with Lynn Bloch as recommended at May meeting?
- Does the committee reschedule a Disruptive Behavior and Due Process workshop as recommended at the May meeting?
- Does the committee schedule Excel workshops (grade book for faculty and general formatting for all) as recommended in the May meeting?

**Faculty Upgrade Allotment (FUA) Program - Budget for FY 2006-2007**

Members reviewed the 2006-2007 Faculty Upgrade Allotment (FUA) Program Budget and Guidelines. The committee also reviewed the BCCC Professional Development Policy. The Applications received for the Faculty/Staff Upgrading (FSU) activities were reviewed by the committee members. There was much discussion regarding ways to improve the FSU application and process.

One suggestion was to have a ranking system for the supervisor to complete on the application prioritizing the value this training will have on the Dept./Division/BCCC. For example, 1 = SACS related, 2 = Job/BCCC related (such as training, accreditations or certifications that will increase knowledge or benefit/improve the person's job skills and benefit their dept, division and BCCC.)

3= Personal/General – (example- tuition, books and fees towards a degree not required for job.)

It was discussed that this may be useful to assist the committee with prioritizing who should receive assistance when funds are limited and many applications are received.

Another suggestion was to add the question on the FSU application "How will funding your request improve or benefit BCCC?"

Senior Staff is in the process of updating the Faculty/Staff Manual. There was also discussion about the committee reviewing the current BCCC Professional Development Policy to determine if the committee has any recommended revisions. This would probably require be a separate

meeting designed to focus on this task. All committee members are asked to review the BCCC Professional Development Policy and begin thinking about suggestions for revisions.

The committee agreed that we should use/spend the allocated FSU funds (\$4964) now, but continue to accept applications in the event that all of the funds approved are not used.

### **Professional Development Training Ideas for 2006-2007**

There was discussion of utilizing BCCC departments/resources on campus for employee training. It was also suggested that a meeting be scheduled to focus on planning 2006-2007 training. In this session, the committee would take in to consideration the different employee areas (for example Faculty, Administrative Staff, and Maintenance), their PDI credit requirements, and what their different training needs may be. The committee discussed the objective of looking at the different groups of employees we have on campus and planning training that would be useful to those groups.

Examples of ideas mentioned were the Excel workshops (grade book for faculty and general formatting for all), Disruptive Behavior and Due Process workshop in regards to students for faculty, determining suitable training for Maintenance group that will help them on the job. Hal Swindell also mentioned that he will be conducting an emergency procedures training session this year. This type of Safety training is beneficial to all employees.

Gail Ambrose presented information regarding an upcoming training session that she and the library staff recommend for PDI credit. The session focuses on Electronic Resources available in the Library including NCLIVE, CCLINC, the online card catalog, and the *How do I?* The training is currently scheduled for the end of November. The committee agreed that this was a very valuable training session. But it also brought up the topic of who should determine what training sessions will count as PDI credit for an employee (the committee or the supervisor)?

After much discussion, it was agreed that an employee's supervisor should determine if the course qualifies as PDI credit for the employee's position. It was also agreed that all future PDI training sessions would have a statement such as "This course will count/qualify as PDI credit if approved by your supervisor." A similar statement would be included when the list of those that attended the training is sent out and the amount of PDI credit determined. This is a change that will need to be communicated to all employees and supervisors, if approved.

### **Return to Industry Funds (RTI)**

The committee discussed how the timing/deadline to use these funds (report showing allocation must be submitted by June 15<sup>th</sup>, 2007) made it difficult for faculty to take advantage of the funds in the past. The group discussed ways to inform or "market" RTI Funds to faculty such sending emails to Faculty, Faculty Senate, and Division Chairs through out the year explaining use of RTI Funds (including seminar/workshops sponsored by business or industries.) And that RTI funds can be used to pay hourly salaries of "substitute" instructors while they are participating in the RTI training activity.

After reviewing the FSU applications, one application appears to meet the criteria from the General Guidelines for RTI funding. All agreed this application (\$779.47) would be used towards RTI funding.

Joy Landeck mentioned in the past a Preliminary Report was required (prior to the June 15<sup>th</sup> deadline). Pam checked with Marcia Norwood on this. Marcia stated that a Preliminary Report is no longer required.

**Next Meeting:** After review of the FSU applications, it was decided that the committee would like to review the information more before making a decision. It was decided that Pam would send out an overview of the applications to all committee members for review, and that the committee would meet on **Thursday, November 9<sup>th</sup> at 2:15 p.m. in the Building 1 Conference room** to review the FSU applications and determine the allocation of the \$4964 funds available for 2006-2007.

With no further business, meeting was adjourned.