Professional Development Committee
November 28, 2007 Minutes

The Professional Development Committee met on November 28, 2007 with the following members in attendance: Almeta Woolard, Donna Dunn, Jay Sullivan, Joy Landeck, Laura Gipson, Pam Cummings, Sue Brookshire, Sherry Stotesberry Guest – Emily Eddings

Members unable to attend were: Brown McFadden, Lentz Stowe, Sandy Sauve', Betsey Lee Hodges and Tony Taylor

Approval of minutes from November 7, 2007
Pam requested a motion to approve the minutes from the November 7, 2007 meeting. A motion was made to approve minutes; the motion was seconded and approved by the committee.

Faculty Upgrade Allotment (FUA) Program - status of funds
Email notifications were sent to employees who requested FUA funds the week of 11/20/07 indicating the status (approval or denial) of their request. The only exceptions were two requests for seminar and travel dates that were very close to the FUA Program Final Report deadline (June 2, 2008) to be submitted in to NC Community College System (NCCCS) Office. Pam agreed to contact Ken Whitehurst for guideline clarification and guidance regarding this issue and report back to the committee.*

Professional Development Training
The committee discussed including Fall 2008 when setting the planned training schedule. Fall Semester is typically very busy for both faculty and staff and committee appointments are sometimes delayed. This would allow for scheduled training to already be in place. The committee developed a training schedule based on ideas presented from the last meeting and determined coordinators and tentative training dates. (See attached 2007-2008 Training Ideas updated).

Next Meeting: To be determined at a later date.

With no further business, meeting was adjourned.

12/2007- In a phone conversation with a representative from NCCCS in it was clarified that all Faculty Upgrade and Return to Industry funds must be reimbursed to the participant by June 15, 2008. Approvals for funds available for reimbursement of final two requests were sent by email in January 2008.

2007-2008 Professional Development Training Ideas
Updated –November 28, 2007 Committee Meeting

* updates in bold

- In-depth technology training - **afternoon (Summer 2008)**

- Bio-Tech Bus - **Ana McClanahan**

- Understanding Hispanic/Latino community, culture and traditions – Jose Mendoza, Lori McNeil, Ross Boyer, student perspective (Betsy Lee) **– March 2008**

- Excel Gradebook training – Whiting Toler, Spring 2008 (Donna) – **January 15, 2008**

- Dealing with students with disabilities – Karen Yerby at System Office (Sandy) – **November 2008**

- MS Office 2007 – Laura Gipson, after trained Brown could install it on employees workstation, ASAP (Laura) – **12/1/07 Lunch and Learn (Word 2007)**

- Retention of Students – someone from CC System (Sue) – **(Donna, Jose, Debra) October 2008**

- I-9 Forms – Pam/Emily (Emily) – **January 2008**

- Ethics/Awareness of Cheating Issues – someone from ECU? (Brown) – **April 2008**

- Confidentiality of Student Information – Rhunell Boyd/Sandy Sauve' (Pam/Phillip) – **1st week of April 2008**

- SACS Overview, reaffirmation, QEP (Sandy) – **September 2008**

- Emergency Procedures – **Hall, Staff (summer) Faculty (late May) and November 2008**

- Gang Recognition/Awareness – **October 2008**

- Smartboard – Brenda Rogers, Dell Enecks (Jay) – **Spring 2008 (March 2008)**

- Groupwise Training, more specific topics – Brown McFadden, **January 2008** (Brown)

- NetStorage, File Management – Brown McFadden (Brown) – **February 2008**

- Classroom Response System (I-Clicker) – Jay Sullivan, Spring 2008 (Jay) - **January 29, 2008**

- Leadership Workshop – already booked in December per Lentz – **December 2007**

- Net-Etiquette – Brown Mc Fadden (Brown) - **February 2008**

- Faculty/Staff Policy Manual Overview – Phillip Price (Pam/Emily) - **February 2008**

- Harassment – School of Government, other institutions (Pam) – **June 2008, September 2008**

- Disruptive Behavior and Due Process, specific to our campus – **September 2008**

QEP – Wesley and Dixon

Purchasing Procedures (Jane Alligood) – October 2008