

Professional Development Committee MINUTES

October 13, 2015

Rom 611 3:30 pm – 5:00 pm

1. Call to Order 3:44

2. Roll Call : Charles Spillner (Math Science); Marion Cowee (Social and Behavioral Science); Inge Bourdon (Health Occupations); Ginger Cain (Health Occupations); Tracy Drake (Human Resources)

3. Approval of Agenda – October 13, 2015 Motioned/seconded/passed

4. Approval of Minutes – September 22, 2015 Motioned/seconded/passed/

5. Comments from the Public (3 minute limit per person) None.

6. Action Items

- 6.1 Professional Development Funds Process and Notification to Faculty. Answer question about **Leave Request Form**. Do not need this. But do need to fill out an **Employee Absence Report** if conference is M-F to show that employee is away at a conference.
- Distribute Fall 2015 Eval forms, summarize and report back next meeting. **Tracy brought forms. These were distributed and comments tallied. Will summarize at next meeting.**
- Schedule two additional fall PD activities. 1) STRS workshop **Tracy hasn't been able to schedule yet.** and 2) Payroll stub workshop. **Ginger will schedule with Hai-yen. Friday Oct 30 at 1-2 PM in Room 611. Ginger will schedule with Laura Convento. Ginger will make a flyer to send to faculty and staff. Title "Know Your Stub?"**

7. Information/Discussion Items

- 7.1 Recruiting additional members. Any progress? **Marion will make an announcement at her school meeting. We need Applied Technology and Business and Liberal Arts.**
- 7.5 Planning for Spring 2016 PD Activities
 - Add a perpetual ASC breakout starting Spring 2016.
 - Add SCFA breakfast on Jan 8 (?) required day.

8. Additional items –

- Explanation of Faculty Peer Review at Spring Flex. **Inga will write a note to Michael Wylly to ask if he can do this during his State of the Senate..**
- HR (Rachel and Dr. Guinn) wants about 10 min to introduce Talk about Equity and Inclusion. **During the Presidents speech.**
- Presidents wants 10-15 min to speak about (video) training "Run Hide Fight". **Committee thinks more immediate training is needed. Training at Flex is too late. Will ask HR about training sooner than next Flex.**
- **Chuck will ask Rachel Aptekar and Pam Muick about Adjunct Forum.**

9. Announcements - The next regular PD Committee meeting will be held on October 27, 3:30 – 5:00 pm in Room 611.

10. Adjournment