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 Wyly 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