

Committee Name:	Professional Development		
Members attending:	Mark Ellison, Debbie Smith, Lisa Sizemore, Amanda Allen, Tyler Cook		
Date of Meeting:	3-27-17	Time:	1:00
Meeting Purpose:	Professional Development Day Recap Planning for 2017-2018	Meeting Chair:	Bethany Emory
		Prepared By:	

1. Discussion topics *(add rows as necessary)*

An idea was pitched to hold a staff focused event in the summer when staff have a bit more time. Committee agreed to give it a try. 3 Annual Development Days:

- Fall - All Campus
- Spring - Faculty Focused
- Summer - Staff Focused
- All are welcome to all events, however the focus will be in support of the target markets
- Required attendance will be promoted.

Professional Development Day(s) - Spring 2017

- [Evaluation](#)
- Lessons Learned
 - A few facilitators needed a bit more direction (did well with materials they had, but sessions developed into more a of a gripe session)
 - Develop brainstorming skills, instead of sharing their own stories
 - How to redirect those who may monopolize a conversation (And letting facilitators know that it is ok to do so)
 - Could we figure a better follow up system? Reunions? Know the menu session was a good example.
 - Case studies were an ok starter but better conversations developed in many sessions - that is ok!!

Summer 2017

- Scheduling
 - Consensus is early June (after 8 week classes start). May be difficult for a few members of the finance group if closing out the year has not been finalized).
- Topics
 - Survey Staff, suggesting:
 - How to get in touch with students / communication
 - Supervisory skills (Nuts and Bolts for Newbies, Leadership Skills)
 - Internal Career Planning - How to figure out what is next (for both supervisors and employees)
 - How to prepare for internal interviews
 - Annual Review (Prep and Development)
 - Leading from your level
 - Budgeting

- Building / Leading a Team
- Planning and Goal Setting
- Emotional Intelligence
- Customer Service
- Safety (Smaller than Critical Incident)
- Ask folks to rank order
- Ask folks current "skill" level
- Buy IN?
 - Don't be afraid to say it is focused on staff
 - Casual (like shorts) day
 - Food - Maybe ask Mike Despeaux to barbecue

Fall 2017

- Topic - Web Accessibility / WCAG2
 - Topic requested by the Web Accessibility and Resources Committee, and ISSA, approved by the President's cabinet
- Guest Speaker
- Break Out Sessions

Learning Communities / Book Groups

- Initial Promotion done at PD Day in January
- Books to be funded by Perkins Grant
- Registration prompt for *The Speed of Trust* to be sent in early April
 - Mark Ellison will be the facilitator
- Registration prompt for *Beautiful Souls* to be sent in late Aug
 - Jim Hippensteel will be the facilitator.

2. Decisions or recommendations *(add rows as necessary)*

- Decision to move forward with Summer PD Day
- Staff members of the committee to meet in planning and development (Faculty are welcomed but not expected to participate)
- Bethany really wants everyone to volunteer to serve on this committee next year, but thanked everyone for their hard work and service this year.

4. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
● Develop Survey	Bethany	April
● Use results to plan Offerings	Bethany and Lisa	April / Early May
● Promote	Bethany and Lise	Mid May
● Plan and develop	Bethany and Lisa to support presenter	Summer PD Day
● Conduct	Staff Members of the Committee	TBD