Professional Development Committee
November 12, 2013
Minutes
3:30 – 4:30 p.m. SC 136

Members Present:
Kristina Combs, Diane Traversi, Devon Kinka, Cheo Massion, Beth Patel, Dianne Faw, Anne Gearhart
Absent: student members - Michelle Gantos, Soroosh Pourmehraban

Welcome
Agenda
• Approved

Minutes
• Oct. 22 minutes approved.

Topics
• Beth to summarize bullet points from the 2012 PD Survey. Hopefully this will bring more attention to the PD website. PD team will review the summary and edit as needed.
• Roll out the 2013 PD survey. We can provide a link in the summary email and use it to introduce the 2013 survey. Survey to be sent out on 12/3. Should clarify period of time that the survey will influence. Possibly include prizes for the first employees to answer.
• Need Survey Monkey credentials from Alice to send out 2013 PD Survey.
• Diane gave an overview of the listening skills workshop, highlighting many positive points and positive feedback that was given.
• Discussion about Flex days – for a future convocation, possibly hire a facilitator to establish a common language between faculty and staff.
• Devon distributed list of job titles for training assignments to be discussed at a later date.

Next meeting date\agenda topics
Tuesday, November 26, 2013
PD Survey