Professional Development Committee  
January 27, 2015  
Minutes  
3 – 4 p.m. AU 136

Members Present:
Kristina Combs, Diane Traversi, Dianne Faw, Cheo Massion, Beth Patel

Absent:
Dayna Quick, Devon Kinka (on family leave)

This was the first meeting for the spring semester.

Agenda
approved

Topics

Flex Week\Professional Development
We had four Flex days in January with 38 activities. This semester, the convocation was moved from Friday to Wednesday in an attempt to involve more people and to ease pressure on student services. Two surveys have been sent out. One survey was requesting general feedback about Flex week and convocation. The second was a survey for participants of the various Flex activities. Resulted are expected in a week. The results will give us some help and direction as we make future professional development decisions. We also discussed the need to get a wider circle of faculty and staff to attend and to cultivate a campus culture that values professional development.

Faculty/staff recognition luncheon
We reviewed some issues related to last year’s luncheon. We were pleased with the overall events. The caterers did a professional job of setting up, preparing, and cleaning up afterwards, but it was expensive. This year, we want to talk again with our campus caterer, Suzy Lee, and get a quote from her. We got good feedback after the luncheon, and we appreciated having Greg Nelson as our MC. This year, the luncheon will be on Thursday, May 21. It was suggested that we create an ad hoc group for this event. This group would need to work on theme, catering, publicity, decorations, and other issues. Cheo suggested that we set up planning modules for each part of the process, similar to what was done with Road to Success. At our next meeting we will begin to identify people we could approach about helping with this.

PD Website
The professional development website and its redesign is an ongoing topic. Diane shared some helpful information about her experience as enrollment services is working on a redesign of its pages with Shook. Her department submitted some basic designs and the information that needs to be included and passed those on
to Shook who will implement the changes. With banner and our current systems, there are definite limitations that Shook has to work with.

**Banner Training**
Melody Creel and Ron Walashek are working on plans for campus-wide banner training. Christina Leimer, PRIE director, suggested that they meet with us. They will be invited to our next meeting to see how PDC might support their work.

Closing. Our next meeting will be Tuesday, Feb. 10.