Professional Development Committee Minutes
Thursday, March 8, 2007

Science and Math Building, S-137/B35
3:00-4:30p.m.

Present: Wynn Butler, Caicey Crutcher, Carol Dellinger, Virginia Fullbright, Julie Knoblich, Shanna Legleiter, Alan Mettling, Renelle Mooney, Elaine Simmons, Kala Steffen, and Anne Higgins

Absent: Dr. Abel, Julie Kramp, and Kandi LeClear

Faculty Council Report – Renelle
- Approximately 13-14 faculty members (full-time and associate) are participating in eCollege online courses. Faculty Council is using their training funds to support the faculty's involvement in these courses.

Conflict Management – Carol Dellinger
- Carol shared information about a social class training program. SSS, EOC and Upward Bound grant programs are willing to pick up all or part of the cost for offering this course for the campus. The training could be offered live or via teleconference. Carol feels strongly that the training would be beneficial to both faculty and staff.
- Wynn suggested that the training is not a topic that came out with high interest or need from the training survey.
- After much conversation, Elaine agreed that the Professional Development Committee would certainly show their support to the grant programs for offering the training.

Quality Service Training Report – Carol, Shanna, Kayla, Wynn
- Served a total of 79 students the first week of March, will hold a make-up on March 28th.
- New employee training will be April 10 and 12 for approximately 15
- The committee will review evaluation results.

Training Survey Analysis – Wynn
- Wynn provided an analysis of the survey results.
- The group discussed recommended training topics from the results of the survey.
- Identified that certain departments need specialized training, while others may not have the same specialized needs.
- The new committee for monitoring student employees will provide training to student supervisory staff.

Compensation Discussion

- The committee discussed compensation for in house trainers. The group discussed credit training projects, non-credit training projects and online training projects. Additional conversation occurred post the meeting and consensus was achieved via email. The following are the results of those discussions:

Credit Training Payments

Live Training - Full-time Faculty & Staff – Current Overload Payment Structure
Live Training - Associate Faculty - Associate Faculty Payment Structure
Online Training - Faculty & Staff - Current Bartonline Payment Structure

Non-Credit Training Payments

Live Training (Faculty & Staff) - $50 per contact hour (includes R&D/Preparation)

Online Non-Credit Training Payments

Development & Maintenance Fee (Faculty & Staff) - $400-$1200 (depending on specific training subject)

- *Payment for development and maintenance is valid for one year. Annual upgrade fees are available dependent on course needs.*

Training Fee (Faculty & Staff) - $400

Additional Criteria

If two employees team-teach or develop training programs, payments will be split.

***Julie Knoblich is researching conditions that may or may not apply to employees completing training assignments on-the-job as it relates to required vacation leaves and/or differential payment methods.

Credit Training Guidelines (Employees)
If employees elect to take designated credit-bearing training courses either by their own choice (as approved by their supervisor) or as directed by their supervisor, they will not be expected to pay the tuition and fees associated with the course.

Online Course Pilot Project – Anti/Harassment

- Various members of the committee went online to review the pilot anti-harassment course.
- The committee discussed pros and cons of the course.
- The following is a list of recommended changes:
  - Cover letter from the President
  - Pre/post tests
  - Evaluation
  - Pictures
  - Videos
  - Larger font
  - General content presentation – not so detailed
  - Layer course

   o Practicality of content
   o Increase race and gender harassment information
   o Colored backgrounds
   o Use of PowerPoint or word documents

Training Budget
Current expenditures - $2074.00

Next Meeting – April 11 (2:00-3:30p.m.)

Action Items & Assignments
- All – review student evaluations and send comments
- Wynn – Create a training draft plan
- Julie Kramp – Conflict Management information