

**Barton's Professional Development Team
Meeting Agenda**

Team Name:	Professional Development	Date:	October 1, 2008
Process/Project:	Monthly Meeting	Time:	3:00PM
Recorder:	Anne Higgins	Place:	S-137

Meeting Facilitator: LaVonne Gerritzen, Julie Knoblich and Mike Flynn					
Team Members:	Present		Present	Title	Present
Rick Abel	X	Jeremy Dutton	X	Julie Knoblich	
Wynn Butler	X	Virginia Fullbright	X	Shanna Legleiter	X
Caicey Crutcher		LaVonne Gerritzen	X	Joel Lundstrom	X
Carol Dellinger	X	Anne Higgins	X	Kala Steffen	X

Agenda: Key Discussion Points	Discussion Items	Actions Taken
Topic 1: 2008-2009 Professional Development Plan Status	Hand-out (sent via email)	<ul style="list-style-type: none"> • Thoughts on Mark Taylor's presentation were shared. • Wynn and Joel shared that the Wounded Soldier training was not an issue at Ft. Riley; it has been removed from the plan for now. Rick wondered if there was something else they think could aid them, both Joel and Wynn felt that since we were over budget that it should be removed. Voted – 9 approved • Discussion on the Brain Blitz was held regarding if it was targeted for staff or faculty. It was discussed that the date needed to change in order to work for the Barton faculty. It was decided to try for November 6, 1:30-3:00 for the Barton Campus, and on Advisement Day (11/19 after 1:30) at Ft. Riley – Jeremy will contact Donna regarding these dates. Voted – 9 approved. • Discussion on Leadership Training determined that Jeremy will send out information on the training. Rick and Joel disagree with lecture style presentations. Because this one was dictated by Dr. Heilman the committee would like to know exactly what the intent is. Joel shared that it could be covered by us, ex. Book of the Month Club. Joel suggested that Dr. Heilman be

		<p>invited to the next meeting regarding his opinion on what options we have. Joel, Wynn, and Rick will be a subcommittee to make plans for the 2 day training for 09-10, including a way that the first session could lead to development of implementation for instructors. Wynn shared that the first day of class at Ft. Riley is 1/6, but that if it is on a different day that those at the Ft. will still attend. Change 1/6 SMART Training to 1/5 – Voted – 9 approved.</p> <ul style="list-style-type: none"> • Ruby Payne was discussed. Wynn gave spring dates for advising, felt that it was necessary to talk to Gene Kingslien – has been tabled until contacted. Carol shared her opinion of the experience and outcome from participation, it was very positive. Wynn would like to know if it could be tailored to the group – Jeremy will find this out. The date was discussed, 1/7 – voted – 9 approved. The date will be give to Faculty Council so that it is noted in their planning.
<p>Topic 2: 2008-2009 Professional Development Plan Budget</p>	<p>Hand-out (sent via email)</p>	<ul style="list-style-type: none"> • LaVonne shared the possible reduction in cost for Brain Blitz and SMART Coaching. • Maintenance for shells will be approximately \$700, and enrollment and management will run \$6300.
<p>Topic 3: PD Course Roll-out</p>	<p>Discussion (use PD Plan Status form from above)</p>	<ul style="list-style-type: none"> • Discussion was held regarding the process of IT using iTunes, it was suggested by Joel to change to Google Video or YouTube, iTunes is not to be loaded at the Ft. Riley location. • The courses are mandatory for full-time employees, they have 3 months to complete. It was discussed that they will need to be completed in three rotations, Oct.-Jan., Feb.-May, and June-Sept. • Discussions about having a roll-out group complete the process first to catch any problems prior to allowing access to all employees. This will be from 10/15-1/10, we want to receive input from the 50 participants, this will be completed by the survey wizard for each class that they take, and it will remain anonymous. • Discussion regarding the managing of the shells was brought up by Joel. LaVonne shared that she had discussed this with

		<p>Jeana Brack. She would be the contact for all questions from participants, maintain updates, watch completion of 80% passing the post-test, and track remedial tests until complete. It was agreed that it might be best for Jeana to take eCollege 101 prior to this 10/15. She will be paid \$6300/year</p> <ul style="list-style-type: none"> • Creators will be paid \$100/year to maintain shell • Jeana and the creators will need to maintain a partnership regarding problem questions from employees. • Discussion regarding an email from Dr. Heilman to announce the 50 pilot possibilities, asking Mike Cox to create the survey, LaVonne will discuss the \$6500/year, the need to work with the creators, and the Edu 101 course with Jeana. Voted-9 approve. After approval it was brought up that it would cost \$400 for Jeana to take the eCompanion course.
<p>Other suggestions/comments from team:</p> <ul style="list-style-type: none"> • Discussion began the meeting with concern from Wynn concerned that there was not a group decisions regarding the Professional Development Plan for training. Past minutes were read and it was determined that it had been discussed and agreed upon, from this point forward, all decisions will receive a vote and will be recorded. • Staff Training and the online hybrid courses was discussed – we are currently waiting to schedule those, they will be one hour courses. Currently there are two for Barton and one for Ft. Riley, LaVonne will send out information in November. Discussion regarding Dana Allison teaching was held, she currently has 22-23 hours and would prefer not to add another. Joel is very interested in Flash • New employee orientation shells will contain forms and new hire information for both staff and faculty. Rick suggested that we add new faculty orientation to a shell at some point. 		