

**PROFESSIONAL DEVELOPMENT TEAM
MINUTES 3/3/11**

Present: Linda Gobin, Shanna Legleiter, Julie Knoblich, Virginia Fullbright, Anne Higgins, Rick Abel, Ron Kirmer, Carol Dellinger, and guest, Dana Allison.

NEW BUSINESS:

Workshop on Omni Update: Dana presented information (attached) on providing a web content management workshop using OMNI Update for beginning and intermediate web page creators. She indicated that this could be set up in three stages:

Basic: 1½ hours Provides a good understanding of the basics of OMNI

Intermediate: 1 ½ hours: Moving and content management and uploading

Advanced: 1 hour (by invitation only) – specific tasks and treatments (task oriented)

We discussed possible scenarios for these presentations, such as groups throughout a day, Professional Conference Days, and by area. The group felt that staff would benefit from having summer sessions offered, then additional session offered during the fall and spring when faculty are on campus. Dana will submit possible dates and times, and the Professional Development committee will promote this on campus. Since Shanna will be off-campus during the summer, she will teach Virginia how to do the Google Survey in order to offer the course and track registrations.

Budget:

As of 3/3/11, we have \$2600 remaining in our budget. We have approximately \$600 in commitments for spring training, which leaves \$2000 to distribute for individual professional development. Some concern was expressed about funding multiple registrations for the same conference. Since no guidelines were established to limit this, individual requests will continue to be considered. Faculty requests will be referred to the Faculty Council until their money is exhausted, then will be considered through our funds.

Evaluations:

Anne showed templates of the computer evaluations that have been generated for the workshops.

Starlink:

Discussion was held about whether or not to promote Starlink by offering “brown bag lunch sessions.” While having these would allow for discussion after the presentation, it was felt that most employees are too busy to take time for this, and with the possibility that Starlink will not be renewed for next year through the Board of Regents, it was felt that continued advertisement of the opportunities was all that was needed.

OLD BUSINESS:

Spring Activities:

Enrollment opportunities have been sent for the Excel and Disney Leadership training. Shanna will report on the enrollment numbers at our April meeting.

Carol will check once again with Gil and Julie concerning Appreciative Inquiry, and offer a later date if the March 18 date does not work for them. Fort scheduling is still up in the air, which has made it difficult for them to commit to the date.

Total attendance for the “Remedial Education: Assessment, Placement and Delivery of Developmental Education Programs” was approximately 15 people over both showings. Discussion followed each presentation.

Finally, Anne demonstrated how the individual professional development funding we have given out has spanned several areas, such as child development, athletic training, student health, and distance learning.

Starlink:

Regina was not able to attend, but she provided a copy (attached) of Starlink usage. A total of 14 people have requested the college ID number to access Starlink, with two since our promotion of archived features. We will continue to promote courses that may be of interest to staff and faculty.

Submitted by Carol Dellinger