

**PROFESSIONAL DEVELOPMENT TEAM
MINUTES
APRIL 7, 2011**

Present: Linda Gobin, Julie Knoblich, Anne Higgins, Carol Dellinger, Ron Kirmer, Regina Reynolds, Rick Abel

OLD BUSINESS:

Finances

Anne provided printouts of our current budget. We have approximately \$1200 remaining after obligations have been paid.

Shells

Broken Links: After discovering that there was a broken link in one of the shells for over four months, the group discussed how to get these fixed in a timely manner. Using a delayed e-mail delivery system, Julie will send out quarterly reminders to shell creators to have them check links in their programs.

New Shell: Carol brought up the possibility of creating a new shell to address mental illness in students/faculty/staff and how to safely handle difficult situations. It was recommended, that rather than have a shell, we utilize the information that has been put out on the Barton counseling website. Using delayed e-mail delivery, Carol will send notification to faculty and staff at key times, such as at the beginning of each semester, at midterms and at finals as to how to access this information. Rick will ask that Carol speak at new employee, faculty and adjunct faculty orientations to deliver this information.

NEW BUSINESS

Programming

Cancellations: Because of low enrollment, one of the Basic Excel classes was cancelled. Discussion was held about whether or not to pay a presenter when a session is cancelled. The consensus was that we should offer \$20 for a cancelled session. Deanna will be paid this amount. We also discussed whether to set up a minimum enrollment for a class to go? The consensus was that this would have to be decided on a class-by-class basis, depending on the type of class offered.

Fall Offerings: Carol is collecting recommendations from staff and faculty for programs for next fall, should we be refunded.

NISOD

Dr. Quinn has inquired as to whether or not there would be funds available from our Professional Development funds for employees to travel to NISOD. She was told that we had some funds left, and that they could apply for the money. During discussion at the meeting, it was decided that Carol needs to find out from Dr. Quinn whether or not the NISOD awardees have been notified yet, and whether or not she is counting on our funds. Depending on this information, Carol will send a notice to staff that some money is still available so that what is available can be utilized.

Submitted by Carol Dellinger