

AGENDA/MINTUES	
Team Name	Professional Development Steering Council Minutes
Date	April 3, 2019
Time	2:00pm – 3:00pm
Location	S-139/Zoom

Facilitator	Jenna Wornkey	Recorder	Denise Schreiber
Team members			Present X : Absent O
x	Elaine Simmons	x	Kathy Kottas
x	Jenna Hoffman	x	Claudia Mather
o	Ashley Anderson	x	Brandon Steinert
o	Michelle Kaiser		
x	Mark Dean	x	Kurt Teal
x	Jenna Wornkey		

Topic/Notes	
<p>Past and Current Opportunities</p> <ul style="list-style-type: none"> <li>• Free Opportunities</li> <li>• Employee Appreciation Day - March 1<sup>st</sup></li> <li>• Spring Luncheon – April 29th</li> <li>• Summer Snack breaks – June and July</li> <li>• New Faculty monthly follow-ups – Final Meeting</li> <li>• International Cheating Conference – March</li> <li>• Cost associated trainings</li> <li>• KCIA Scholarship – StrengthFinder 2.0</li> <li>• <b>Sixty eight StrengthFinder books were purchased, there is a spreadsheet with the data results</b></li> <li>• <b>Elaine would like to see what the cost is to have someone come in to help analyze the results</b></li> <li>• Mandatory Training Schedule</li> <li>• <b>There will be a flow chart to be sure that mandatory training is spread throughout the year</b></li> </ul>	Jenna
<p>June / August Events</p> <ul style="list-style-type: none"> <li>• Professional Conference Days and Customer Service week</li> <li>• <b>There will be a week in August before classes start, have an event every day that will be professional development oriented</b> <ul style="list-style-type: none"> <li>• <b>Speakers may include; customer service representative for Chick-fil-A, the other does academic integrity and cheating sessions</b></li> <li>• <b>Will try to have Zoom available</b></li> </ul> </li> <li>• Speakers, Webinars and Online Training</li> <li>• <b>The week will not be totally full, there will be office time available</b></li> </ul>	Jenna
<p>Professional Development Website</p> <ul style="list-style-type: none"> <li>• Coming soon – events page and training links</li> <li>• <b>Website is up and running</b></li> </ul>	Jenna
<p>Plans Moving Forward</p> <ul style="list-style-type: none"> <li>• Survey Results</li> <li>• Title III</li> </ul>	Jenna