

AGENDA/MINTUES	
Team Name	Professional Development Steering Council Minutes
Date	August 5, 2019
Time	1:15pm – 2:00pm
Location	S-139/Zoom

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

Topic/Notes	
<p>Past and Current Opportunities</p> <ul style="list-style-type: none"> • Summer Snack breaks – June 3 and July 1 – Great Turnout • Approximately 140 attendees at each snack break • Holiday Events – No Off Campus Holiday party in December, looking at a luncheon on 11/22 • New Faculty Orientation • New Faculty Orientation started August 1, 2019 • There will be a meet and greet with the new faculty on August 9, 2019 • Adjunct Faculty meeting • Attendance this year is down, there will be discussion during the debriefing on other options for the meeting • Cougars TALEs (Technology, Awareness, Leadership, Education) • The task force will participate in the library open house the end of this month • Active shooter training will be mandatory training starting Spring 2020. • Online Training Licensure – where to start • There are some NISOD events coming up, five people have expressed interest 	Jenna
<p>Action Item:</p> <ul style="list-style-type: none"> • Jenna draft a plan for tracking and an approach on how to keep track of training and mandatory training (cannot track attendance in live webinars) 	