

AGENDA/MINTUES	
Team Name	Professional Development Steering Council Minutes
Date	October 16, 2019
Time	1:00pm - 1:45pm
Location	S-139/Zoom

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

Topic/Notes						
<p>Opportunities</p> <ul style="list-style-type: none"> <li>• Fall Luncheon – Served 90</li> <li>• See attached Training MASTER excel</li> <li>• Gratitude Fest</li> <li>• November 22, 2019 (potato bar). This event takes the place of the off campus Christmas social</li> <li>• New Faculty 18-19 and 19-20</li> <li>• Adjunct Faculty Meeting</li> <li>• Cougars TALEs (Technology, Awareness, Leadership, Education)</li> <li>• Plans are ongoing for next year, we have received a lot of good questions and good ideas</li> <li>• January Breakfast and College Updates</li> <li>• We will not be having the January return to school breakfast, the way the calendar is there are only two days to prep for classes</li> <li>• Round Table Discussions – Microsoft, Student Support, Canvas</li> <li>• Upcoming sessions: training on canvas, Microsoft office packages, advising. Jenna is hoping for canvas/VidGrid before Thanksgiving holiday.</li> <li>• Include direct link to my email</li> <li>• Page views</li> </ul>						Jenna