**Faculty Professional Development Committee Meeting**

**August 21, 2014, 2:00 p.m.**

**HSC 3rd Floor Conference Room**

**Minutes**

1. Welcome
2. Present – Tara Anglin, Vicki Badgley, Genevieve White (chair), Christy Wilson, Shakerah Moody, Beverly Land, Dr. Ayers, Dr. Jones
3. Absent – Chassidy Wyrick
4. Review April 2014 minutes: Minutes were reviewed and approved
5. Old Business:
6. Committee discussed its roles from the APM versus the new roles voted on and approved by the committee during the Spring 2014 semester. The new FPDC roles and guidelines that were implemented in the Spring were approved by the VPL and sent to AASSC; however, the APM was never modified. Dr. Ayers stated that she would complete an APM change form to revise the functions list of the committee and also to add the Dean of Continuing Education *or representative* to the committee.

*Attached to the end of the minutes is the revised APM change, as submitted by Dr. Holly Ayers on Thursday, August 28.*

1. Genevieve reiterated the importance of committee chair training. In April, 2014, the FPDC committee recommended to the VPL the need for additional training for all committee chairs across campus. Some items recommended for this training are as follows: appropriate reporting structure, roles of committee members and chairs, the creation and distribution of agendas and meeting minutes, the proper procedure for conducting committee meetings, expectations for meeting schedules and attendance, and other appropriate topics. The committee had recommended Dean Ballard as the session leader/facilitator. Dr. Ayers also suggested that committees require members to send a proxy to meetings if a member cannot attend.
2. A SouthArk Leadership Institute was also revisited. Genevieve recommended that the committee review an Eastern Oklahoma Leadership Institute for possible structure ideas. Dr. Jones recommended that the committee also review leadership programs offered at Pulaski Tech and NWACC. Discussion ensued, with a brainstorming of needs for such an institute: funds, a strategic plan, an employee/planner in charge of the institute, possible partnerships with area colleges, possible partnerships with city/county leaders, and a list of topics to be included in the structure. Christy Wilson made a motion to hold general leadership brown bag lunches for all employees during the current school year, and to table the Institute planning until time to plan for the 2015-2016 academic year. Vicki Badgley seconded, and all approved.
3. New Business:
4. Spring 2015 Convocation: Tara Anglin will bring the Fall 2014 convocation surveys to September’s meeting for the committee’s review, after which, the FPDC will make recommendations for Spring 2015 convocation.
5. The committee still recommends that all new faculty complete a training series through League of Innovation. The iStream modules have been identified for new faculty to complete, with the deans as suggested mentors/reviewers for this training. Genevieve White will provide a copy of the recommendation to Dr. Ayers for further action.
6. Adjourn: Vicki Badgley made a motion to adjourn at 3:00 p.m., and Dr. Ayers seconded. Next meeting will be held on the third Friday of September at 10:45 in the HSC Conference Room.

## FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE

***The purpose and function of the faculty professional development committee is to:***

1. Assist the Vice President for Learning with assessing faculty professional development needs.
2. Assess the faculty for professional development needs.
3. Recommend to the appropriate Vice President(s) faculty professional development opportunities, based upon needs;
4. Act upon requests from the Academic Affairs Council, Executive Cabinet, or Planning Council.

***Schedule***

Meets on the 3rd Friday of every month at 10:45 a.m., HSC Conference Room

***Membership***

1. Business & Technical Education Division (2 representatives)
2. Health & Natural Sciences Division (2 representatives)
3. Liberal Arts Division (2 representatives)
4. Community and Corporate Education (1 representative)
5. Vice President for Learning (ex-officio)