

# Professional Development Committee MEETING MINUTES

Date: September 21, 2021

Time: 4:00 p.m.

Place: Microsoft Teams

## **I. Call to order**

- II.** Lauri Wilson, acting Chair called to order the regular meeting of the Professional Development Committee at 4:00 on of September 21, 2021.

## **III. Roll Call**

- a. *The following committee members were present:* Vicki Badgley, Bill Fowler, Gail Jeffers, Dr. Tim Kirk, Amanda Rhodes, Roslyn Turner.
- b. *The following committee members were excused:*
- c. *The following committee members were absent:* Christy Cottrell
- d. *The following guests attended the meeting:* Sarah Johnson, Michael Roberts, and Mary Kate Sumner.

## **IV. Approval of minutes from last meeting**

- a. There were no minutes to be approved

## **V. Old Business**

- a. None

## **VI. New Business**

- a. The committee elected Roslyn Turner to serve as Chair; elected Amanda Rhodes to serve as Vice-Chair, and Lauri Wilson volunteered to serve as Secretary.
- b. The committee voted to meet two times a semester - September and November in the fall, and February and April in the spring, and to change the purpose/function in APM 1.10 to reflect that change.
- c. The committee reviewed its purpose/functions in APM 1.10 and made several other changes. One was to remove the line stating "Manage the professional development webpage, including the professional development calendar" and the line stating "meets annually". The new meeting schedule was added. Bill Fowler made a motion that the faculty and staff survey be done semi-annually, Gail Jeffers seconded the motion. This was added to the APM. Under Membership, the committee changed the designation of Liberal Arts Faculty Member to Arts & Sciences Faculty Member and changed Professional Staff to Non-Classified Staff.
- d. A regular meeting time was also approved for the first Wednesday of the month at 4:00 p.m. The next meeting will be held on November 3<sup>rd</sup> at 4:00 p.m.

## **VII. Adjournment**

- a. A motion to adjourn was made by Bill Fowler, and seconded by Michael Roberts. The meeting was adjourned at 4:48 p.m.

*Minutes submitted by:  
Lauri Wilson, Secretary*