

Professional Development Committee

MEETING MINUTES

Date: November 15, 2023

Time: 4:00 p.m.

Place: TEAMS

I. Call to order was at 4:04 p.m.

II. Roll Call

- a. **The following committee members were present:**
Scott Larkin, Chair; Ray Winiecki; Chelsey Turner; Brandi Cotterman; Dr. Tim Kirk;
Lauri Wilson.
- b. **The following committee members were excused:** Dr. Cynthia Meyer; Dr. Tim Kirk.
- c. **The following committee members were absent:**
Christy Cottrell, Jim Roomsburg
- d. **The following guests attended the meeting:**
Mary Kate Sumner; Dr. Stephanie Tully-Dartez

III. Approval of minutes from last meeting

The minutes from the last meeting of October 18, 2023 were read and approved.

IV. Old Business

- a. The new committee member from the Career Accelerator program will be Andy Newman.
- b. Spring 2024 Convocation schedule was discussed and will most likely start with the entire college being closed till 1 pm on the first day, in order to include all departments in the general meeting. The main concern was to make sure that any students wishing to register were not neglected and this will be addressed.
- c. Other convocation discussions focused on the afternoon all-faculty meeting, which will include time for goal-setting training.

d. Catering was under discussion also, and Chelsey furnished some quotes from local caterers for breakfasts/lunch options. Mary Kate will follow up with a form to the entire college to determine what everyone wants.

V. New Business

- a. Spring 2024 Convocation Schedule was discussed, including adding a Thursday am required session for faculty (EDTECH, ED Puzzle, Canva), and Thursday afternoon working labs using these technologies. There will also be academic open labs in each time frame to get assistance with Blackboard, course evaluation, WEAVE, and more. Also available will be mental health training and MS365 training. The main session might include a focus on QA, but that time is unclear right now.

Regarding breakout sessions, Mary Kate Will be sending out a form to faculty soon to ask about classroom management and get feedback.

- b. **Announcements**

Our next meeting will be February 21, 2024 at 4:00 pm. At this meeting the committee will need to have all the feedback from Fall 2023 convocation.

VI. Adjournment

The meeting was adjourned at 4:25 pm

Respectfully submitted,

Lauri Wilson