

Professional Development Committee

MEETING MINUTES

Date: 11/13/2018

Time: 4:15 p.m.

Place: Library Conference Room

I. Call to order

The meeting was called to order by Chair, Kenneth Bridges.

II. Roll Call

a. The following committee members were present:

Kenneth Bridges, Chair

Philip Shackelford

Cindy Meyer

Beverly Land

Sandra Tibbs

Lauri Wilson

Sherri Whitehead

Bill Fowler, ex officio

The following committee members were excused:

Carey Tucker, ex officio

b. The following committee members were absent:

c. The following guests attended the meeting:

III. Approval of minutes from last meeting

The meeting minutes from the meeting that was held on October 9th were approved. Cindy Meyer motioned and Phillip Shackelford seconded. Minutes approved unanimously.

IV. Old Business

The Spring 2019 breakout schedule was discussed. Topics mentioned as possible breakout sessions were:

- HR Session
- Budgeting Session

- Procurement and Travel
- Teaching round table
- Grant funding
- Shared governance
- OER Session
- Computer availability for Mandatory Report training
- Emergency Preparedness

It was mentioned that First Aid be given at a time other than Convocation, possibly on two Fridays during the semester. Email etiquette was also mentioned for the Fall 2019 session as a possible breakout session.

V. New Business

Proposals for Excellence in Education Series was discussed. The series highlights excellence in teaching by faculty and to inspire other professors to adopt innovative approaches in their own classrooms. This new activity will be introduced as a professional development measure from the most respected members of the faculty.

- Proposal 1 denotes that Convocation keynote address be presented by the Faculty of the Year. Topics such as developments in their field, state of higher education, perspectives on teaching, professional development of education, or innovative ideas may be given.
- Proposal 2 denotes an emeritus professor designation
- Proposal 3 denotes a distinguished professor designation

The committee decided to table the discussions at this time.

Ken Bridges noted that he will send out an email to members of the committee to reach out to others in their respective departments with professional development ideas.

Certificates for Convocation were discussed. At this time the Office of VPAA handles the certificates. It was mentioned that HR might possible handle certificates in the future.

VI. Announcements

The Employee Holiday Potluck will be held on Tuesday, Dec. 11th in the Library.

VII. Adjournment

With no further business, the meeting was adjourned. Cindy Meyer motioned and Sandra Tibbs seconded. The next meeting will be held in January 2019.

*Minutes submitted by:
Sherri Whitehead*