

Committee Name:	Professional Development		
Members attending:	Amanda Allen, Brad Bilsky, William Brothers, Tyler Cook, Mark Ellison, Bethany Emory, James (Jim) Hippensteel, Jennifer Hippensteel, Debbie Smith		
Date of Meeting:	10-14-16	Time:	8:30
Meeting Purpose:	Professional Development Day Planning	Meeting Chair:	Bethany Emory
		Prepared By:	Bethany Emory

1. Discussion notes *(add rows as necessary)*

Scheduled PD for November: - <https://www.southwesterncc.edu/professional-development/get-registered>

- Munch and Learn?
 - Tom willing to fund drinks or snacks for sessions (Not a full lunch)
 - Possible to work with the Cafe once it gets a bit better established (Perhaps pre-order and deliver to Burrell?)
 - Idea floated to poll faculty and staff to determine videos...
- Learning Circles / Communities - Books of Interest
 - Consensus was reached that this was a good idea
 - Discussed the best way to structure
 - Opt in Program
 - Selection of Book (Differing Opinions - broad idea however that it may work itself out)
 - Focused on Strategic Goals
 - Focus on the Art of Teaching
 - Broad enough to allow for personal development first and organizational development second
 - All committee members to suggest one book by the End of November (I added that date just to see if everyone was still reading!)
 - Several Books were discussed:
 - The Speed of Trust
 - What the Best College Teachers and / or Students Do (Two books)
 - The Courage to Teach
 - Good to Great
 - Stephen Covey's works
 - One Minute Manager

- Professional Development Day - Ideas?
 - The question was asked if we have data to base the choice on - and sadly the answer was not strong data
 - Feedback survey produce a lot of “You’re Doing a Great Job” or “Keep it UP” but not a lot of ideas that would serve this type of event (Broad Reaching)
 - Much of the feedback was easy to track to an individual member of SCC but not necessarily broad reaching (Photoshop training was given as an example)
 - Short discussion that folks may not know what they want or need, especially when posed as an open ended discussion, with a deadline
 - Brief discussion about the lack of Staff training this Fall and a need to include them more directly in the Spring (poll the AA’s or Staff specifically)
 - We began by brainstorming potential ideas for sessions
 - Assisting Students with Non-Academic Needs (Health, Mental Health) - Case study based - Small Group work and take away tools preferred
 - Being The Intervention Point (Mark E mentioned the plans from the Advising Committee to host some form of training /activity for Advising Day in the Spring)
 - How to access Resources (e-Learning given as an example)
 - How to “Be the Best Lecturer” (Sorry a lot of poetic license on a complex idea there)
 - Choosing the right Tool for Online Teaching from a data driven perspective
 - Question of accessing the Datatel Webinars from Raleigh - or if recordings might be available
 - Skill specific training on Colleague or Excel (or other tools - poll the staff or AA’s specifically for their needs)
 - Broader picture training on how one thing affects others (especially for AA’s etc and Datatel)
 - Assessment
 - Teaching Modalities / Learning Styles
 - Student Communication
 - As topics began being developing, a question was posed if the Case Study Model might work for all topics
 - Consensus that this may be a good method was reached
 - Brief Discussion of structure (More/longer bathroom breaks than in the fall - perhaps 9-12 sessions total - more time just to network and discuss)

2. Decisions or recommendations *(add rows as necessary)*

- Propose the Case Study Day Concept to ISSA for Feedback
- Develop a list of potential ideas for faculty and staff to weigh in on (and allow folks to suggest their own)
- Plan to Email choice before Thanksgiving Break
- Topic / Facilitator / Selection In December
- Facilitator Training and Logistic setup in January
- Committee to develop a list of books for consideration
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3. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
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<ul style="list-style-type: none"> • Review Potential Sessions for Case Study (Please add Comments or ideas of other topics or make note of any you think should be deleted) 	All	Nov. 4th
<ul style="list-style-type: none"> • Propose One Book for consideration for Learning Circles (name is a work in progress) 	All	Nov. 4th
<ul style="list-style-type: none"> • Bethany to Develop Survey for Faculty and Staff Re: Case Study Day and present to Committee 	Bethany	Nov. 11th
<ul style="list-style-type: none"> • 		