

Committee Name:	Professional Development		
Members attending:	Amanda Allen, Brad Bilsky, William Brothers, Tyler Cook, Mark Ellison, Bethany Emory, Pam Ensley, Jim Hippensteel, Lisa Sizemore, Debbie Smith		
Date of Meeting:	11-18-16	Time:	9:00
Meeting Purpose:	Professional Development Day, Learning Circles and Munch and Learn Planning Session	Meeting Chair:	Bethany Emory
		Prepared By:	Bethany and William Brothers

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

PD Schedule: - <https://www.southwesterncc.edu/professional-development/get-registered>

- Munch and Learn?
 - Discussion of the best timing - pros and cons to any given time
 - Bethany and or William will try to run a class schedule for faculty, but general feel is that Tues/Thurs afternoons work well
 - Reminder to avoid the week of the 15th
 - Staff, Mondays are bad, and the summer is a viable option
- Learning Circles / Communities - Books of Interest
 - All committee members to suggest one book by the End of November - [Results](#)
 - All voted on their final choice following the meeting (With those in absentia having until 12/6 to vote)
- Professional Development Day - Ideas?
 - [Proposed Topics](#)
 - To Do:
 - Schedule Rooms - done
 - Food - Work with Ceretta, heavier light option with the idea that it may need to be kind of portable as the sessions will be in different rooms
 - Topic / Facilitator Selection ([Survey Prior](#) to break - Selection before Christmas Break)
 - Facilitator Training / Discussion (January) - Lisa
 - Creation of Materials (As needed)
 - Registration
 - Adjunct Pay - Lisa and Amanda willing to assist
 - All other tasks to be assigned by Bethany, all are willing to assist as they can

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

- Munch and Learn:
 - Decision made to do a short teaser at the PD Day session in Jan, then run a 3 part series for Faculty during Spring semester and a 3 part series for Staff in the summer

- Learning Circles / Communities / Book Groups
 - Decision made to do a short teaser at the PD Day session in Jan (Hopefully with facilitators discussing the books), then pilot in the Summer with staff, and with faculty in the Fall

3. Action Items *(add rows as necessary)*

Actions	Assigned to	Due Date
● Send Survey to Faculty and Staff	Bethany	12/2
● Brainstorm Facilitators	All	12/9 (Email survey)
● Plan facilitator Training	Bethany and Lisa (and other parties as selected ;)	12/21