COMMITTEE MEETING MINUTES

Committee Name:	Professional Development		
Members attending:	William Brothers, Caleb Brower, Tyler Cook, Mark Ellison, Bethany Emory, Amanda Allen, Brad Bilsky, Jennifer Hippensteel, Debbie Smith, Chris Akers (Guest)		
Date of Meeting:	12-8-16	Time:	9:00
Meeting Purpose:	Professional Development Day Planning	Meeting Chair:	Bethany Emory
		Prepared By:	

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

PD Schedule: - https://www.southwesterncc.edu/professional-development/get-registered
Scheduling Feedback - https://docs.google.com/a/southwesterncc.edu/spreadsheets/d/1FlKeDjTBgHAaq8une3UWlzNuBDwB5p8MyZ0I_ik6a3I/edit?usp=sharing

Professional Development Day

- Discussion of survey results
- Jennifer Hippensteel suggested offering "helping students with non-academic concerns" at least twice due to its popular response.
- Discussion as to which session(s) should be doubled
- Discussion regarding facilitators
  - The committee decided to develop a general template for each session to ensure continuity and flow from session to session.
  - Facilitator training – suggestion is to have a brief meeting in advance of sessions to help prepare facilitators.
    - Bethany to coordinate with input / participation from the committee
    - Date tentatively set as Jan 20
- Room Scheduling is complete
- Catering is complete

Learning Communities

- Discussion of books – Voting results given
- For summer / staff "The speed of trust" was selected
  - Facilitator will be funded (Similar to TOPs sessions)
  - Mark Ellison will be the facilitator
- For Fall / Faculty "Beautiful Souls" was selected
  - Hope is that Jim Hippensteel will facilitate that discussion.

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

- Facilitator Suggestions chosen

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

Actions	Assigned to	Due Date

● Bethany to gain feedback on facilitators from ISSA and contact them	Bethany	1/11/17

● The following individuals agreed to help develop topics for case studies:
  o Non-academic concerns: Mark Ellison
  o Using XYZ to make my job faster: Bethany Emory
  o Tools for instruction: Brad Bilsky
  o How to communicate better with students: Bethany Emory
  o How to promote programs: Debbie Smith
  o Know the Menu: William Brothers
  o Avoid AA Snafus: Amanda Allen
  o Formative Assessment: Jennifer Hippensteel
	Members	No later than 1/18/17

● Develop and Facilitate Facilitator Training	Bethany	1/20/17
● Create registration site and manage registrations	Bethany	1/20/17