

COMMITTEE MEETING MINUTES

Committee Name:	Professional Development		
Members:	Amanda Allen, Jennifer Barfield, Matt Cass, Don Coleman, Chris Cox, Mark Ellison, Bethany Emory, Oliver Gee, Brian Hollands, Jennifer Hippensteel, Dianne Lindgren, Pam Mathis, Dannell Moses, Lisa Sizemore		
Date of Meeting:	9-11-17	Time:	1:00
Meeting Purpose:	Professional Development Day Planning	Meeting Chair:	Bethany Emory
	TOPs Grant Recap	Prepared By:	Bethany Emory

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

1. PD Day - Topic - Web Accessibility / WCAG2
 - Topic requested by the Web Accessibility and Resources Committee, and ISSA, approved by the President's cabinet
 - b. Guest Speaker
 - c. Break Out Sessions
 - d. PD Day Support
 - Room Setup - follow up sent via email to Starr and Oliver
 - Culinary - All happy to assist
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1. Discussion of other goals for the year:
 - a. Best Practice Session
 - i. Participation varies (ok, but is it the best approach?)
 - ii. Perhaps better wording of titles?
 - iii. Be sure everyone knows sessions are open to everyone (or if a specific audience is expected state that up front)
 - b. Specific session requests:
 - i. Speaking / Presenting at conferences (Perhaps from Susan Cain)
 - ii. Webinars - better for skills based stuff
 1. NCLOR
 2. Title IX
 3. VLC
 4. Technical or specific topics
 - c. Leadership Academy or Approach
 - i. Friday best to schedule
 - ii. Would it be for new or existing folks?
 - iii. Include a mentor / 1 on 1 advice or guidance
 - iv. Look to the NCCLP for guidance

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

- Topics for Spring PD Day- Guest Speaker discussed, plan to move forward

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

Actions	Assigned to	Due Date
• Follow up on resources for NCLOR Usage	Bethany	Sept. 15
• Complete PD Day - meet in the fall		Nov or Dec
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