

## Notes – Professional Development Committee

November 17, 2017, 3:00 p.m. to 4:00 p.m. Administration Conference Room

Attendees: Alec Bawden, Christina Calderon, Samera Kabir, LK Engeldinger Absent Chris Clarke, Ovel Wilson (student representative).

- The meeting began with a discussion about how to assess the work of the Committee over the past year. We decided to list the accomplishments of the Committee, to identify the objectives of the Committee that were not accomplished, and to list those objectives that the members of the committee would have pursued had they had the opportunity.
- We learned during the discussion that:
  - The Committee met perhaps two times during the past year
  - The Committee name once included “Recognition” which accounted for the role of the Committee as the official recognizer of employee birthdays and other milestones. Recognition was dropped, but we are not sure when the change to the Committee title was made.
  - Much of the Committee work during the past year plus was dedicated to the review of the Human Resources Staff Development Plan. The Plan was prepared by Human Resources and reviewed by the members of the Committee. We agreed that each member of the Committee will be provided a copy of the HR Staff Development Plan, which by now is out of date.
- The Committee agreed to meet monthly, at least for the immediate future, and that a monthly schedule would be prepared and sent to the members of the Committee.
- The Committee discussed the application of “education” and “training” as we consider various plans, programs, objectives, and methods for developing staff.
- The meeting adjourned at 4:05 p.m.