

**FACULTY DEVELOPMENT COMMITTEE
MINUTES
JULY 8, 2003**

The Faculty Development Committee met July 8 to finalize fall convocation plans. The members present were: Jo James, Marissa Sudano, Cathy Alexander, Jay Coomes, Larry Luckadoo, Philip Fisher, Bill McDaniel, and DeWalt Koone.

The afternoon session the first day will be the joint problem solving session for Registration and Advisement. A list of facilitators was compiled and these people will be contacted and meet with Bill McDaniel before end of summer for a brief planning session. All participants will be asked to bring at least two concerns or problems regarding registration and advisement to share with the other members of their group. We will ask Dr. Lewis to make this request in the letter of invitation that he sends annually to faculty and staff. The group sessions will be limited to a maximum of eight people per group. The first session will be used to develop a topic list of concerns for the registration process. The second session will be to offer suggestions or possible solutions. The facilitators will meet between the two sessions and develop a list of topics (based results from the first session). After the 2:00 break, we will pull all attendees together to vote on the second sessions, the top (? 4 or 5) will be broken out into solution sessions. It was decided that during the morning sessions on Tuesday, August 12 that the Professional Development committee would meet during one of the sessions (9:00 to 10:15) to compile the findings from the Monday afternoon sessions.

Cathy Alexander volunteered to contact Fred Bailey about the possibility of using rooms in Continuing Education for the two days of events. There will be four seminar opportunities on the second day for faculty and any staff that would like to attend. There will be two sessions in the morning and two sessions in the afternoon.

All members are asked to discover flip charts and stands that can be used by facilitators during the Monday sessions.

Jo James, Rhonda Davis and DeWalt Koone will meet Wednesday, July 9, 2003 to cover the specifics of this meeting and lay out a strategy for the two days events. This information will then be presented to TALC on Thursday, July 10, 2003. Jo James and Rhonda Davis will send out a sign-up sheet for the first day afternoon events for people not attending the Advising and Registration workshops and second day events for all attendees (all faculty and staff are invited to the second day, but some non-faculty will be unable to attend due to departmental commitments). All attendees that will not attend the Advising and Registration workshops will attend one session on Monday afternoon and all faculty will select session four sessions to attend on Tuesday. These rosters will be compiled and published. Jo will contact presenters to determine the number of people per session and location of the seminars.

The proposed schedule of events is the Option one schedule published and distributed at the meeting.

ADDENDUM: DeWalt, Rhonda and Jo met Wed am. It was decided that four sessions will (tentatively) be offered Monday afternoon in addition to the Advising and Registration workshops. They include E-Procurement, Safety, First Aid and How to Take Care of Data on Your Computer.

The other proposed workshops will be offered (with the exception of Web Page Design, Debra Jones is too swamped to cover this) in multiple sessions. The list will be sent provided to TALC on Thursday and once approved, the memo will be sent to employees asking them to sign up for one session Monday afternoon and sessions on Tuesday. Most sessions will last 1 hour and 15 minutes, but some will take 2 hours and 30 minutes, so the employees will sign up according to the length of the session. They will attend 2 – 4 sessions, based on the length of the session. Once approved, a copy of the agenda will be forwarded to you.