

Professional Development for Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of the Business Sciences Building at 2:30 PM on Monday, October 29, 2007. Those attending were Jeff McEntire, Susan Hargett, Becky Cleland, Lois Scruggs, Cheryl Waddingham, Judy Gordon, Lisa Padgett, Angie Marlowe, Trish Smith, Nan Thompson, Marnie Beaver and Sandra Boyd.

The meeting began with a review of the August 2007 Convocation and Professional Development evaluations and comments. Most were noted as positive. Marnie Beaver then gave a review of the ERCBEC conference which was attended by eight people from Isothermal from October 24 until October 26. She mentioned some of the workshops attended and how these might be incorporated into our professional development program here at the college. She said how important it was to think about incorporating Continuing Education into all aspects of campus activities. Also mentioned was the possibility of another Kanuga like activity.

The remainder of the meeting involved discussion of workshops for February 2008 Professional Development Day which is February 12. A short preview of what has been discussed in the TALC Leadership meeting about PD day was covered by Sandra Boyd which included the speaker, Dr. Iwana Ridgill, the layout of the day (workshops in the morning and the speaker and group activities in the afternoon) and the menu. A short list of proposed workshops was announced and ideas from the committee were discussed. From these two sources, the following list of possibilities was formed:

- ACA
- Advising for new instructors
- Safety and CPR training
- Telephone system
- Office 2007 word
- Office 2007 excel
- 401K State Plan
- Emergency kits (awareness and preparation of your surroundings)
- Legal responsibilities
 - Advising
 - Handling students in difficulties (sick, disruptive, etc.)
- ID theft (a new approach)
- Safety drills
- Retirement
- Moodle

In addition to the list above, a discussion evolved about things on campus that some people know and others don't but need to dealing with information about Datatel, mileage reimbursement, email, purchase orders and many others. It was decided a survey should be developed to be sent to everyone with two questions in the areas of what you know that might help others and what you want or need to know about certain topics on campus. This was referred to as the "Did You Know..." or the "Everything you wanted to know but were afraid to ask" workshop. A survey will be worked on and sent to the taskforce members for approval. The group felt this workshop could be short presentation from a number of people on campus answering the most requested information.

The meeting adjourned at 3:25 PM. The next meeting is November 26, 2007 at 2:30 PM.