

Professional Development for Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of Business Sciences at 2:30 pm on Monday September 29, 2008.

The following members were present:

Marnie Beaver, Sandra Boyd, Shirley Burrell, Becky Cleland, Susan Hargett, Mary Nanney, Lois Scruggs, Nan Thompson, Cheryl Waddingham, and Robin Wiggins.

Sandra began by welcoming our new and returning members, then covered the information from the August 12 - 13 Convocation and Professional Development activities by handing-out the evaluation results. These evaluations were for individual workshops, as well as the overall comments given by our employees. It was mentioned that we need to continue to encourage everyone to complete and return these evaluation forms, in order to provide what is (and discontinue what is not) in demand.

Next, information was shared about the Professional Development for Staff Goals; this was to refresh the memory of those who have been on this Taskforce, and for the information of those who are new to us.

We then looked at a workshop review compiled from 2006 to present; this was to reflect upon what workshops we have offered in the past, what we should possibly re-visit, and to help with some new ideas in the future.

Proposals and ideas for up-coming Professional Development Workshops were handed-out to each member. Items that were of great interest to everyone were:

- 72 Hour Emergency Kits
- Training to handle stressed students
- Personal Web Page Design
- Rutherford County History (CE type class)
- E-Procurement (will be offered in Feb '09)
- Datatel Financial (will be offered in Feb '09)

Other classes mentioned and added to the list were:

- Jing (new software to capture and share images and video)
- Green Earth (recycling info - repeat from August schedule)
- Safety Drills - Faculty/Staff Practice, Student Drills - Evacuation Plan
- Kanuga type training (overnight being an option)

Robin Wiggins mentioned at this time that another Task Force had discussed ideas for Self-Evaluations for Staff; it was discussed that the PEP Plan was used in some areas of Campus for that purpose.

Sandra reminded us how quickly the upcoming date for Professional Development Day scheduled for February 12, 2009 will arrive. The taskforce will be meeting monthly in order to meet our goal to have all our plans complete for this day before we leave for the Christmas Holiday.

This meeting ended at 3:40 pm.