

## Professional Development for Staff Minutes

The Professional Development Staff Taskforce met in the Blue Room of the Business Sciences Building at 2:30pm on Monday, May 28, 2007. Those attending were Lisa Padgett, Trish Smith, Susan Hargett, Nan Thompson, Jeff McEntire, Becky Cleland, Lois Scruggs, Cheryl Waddingham, Judy Gordon and Sandra Boyd.

The meeting began with a discussion of Convocation and Professional Development workshops for August which include the following:

- Color analysis
- Wireless connections
- Office 2007 word
- Office 2007 excel
- Safeguarding your identity
- Telephone system
- Information literacy
- Online library resources

The wireless connections workshop developed a conversation about all new technology on campus. After much discussion, a decision was made to incorporate a number of areas and create one workshop to cover these areas. The discussion covered the fact that information was needed in these areas but there might not be enough to take up the whole timeframe for a workshop. Areas mentioned were overhead projectors, printers, video conferencing, wireless and perhaps changes in the telephone system. Jeff McEntire, Rick Edwards and Jim Liverett will be contacted about this.

Some discussion came about the change to Office 2007 and when and how the campus would be converting to the new version. The workshops being offered for August in this area would cover only the differences between the current version (2003) and the new 2007 version.

A follow up to the lockdown training from February was discussed. This is being looked at as part of the morning session, probably the second day, for everyone. Also, on that day would be a department or division meeting time.

The layout of the morning activities was discussed along with the menus with some input on the menu being noted. This will be carried to the TALC leadership meeting by Sandra Boyd.

Old business covering the staff senate was tabled due to discussion there was not as much need for this now with all the involvement TALC offers staff. Another Kanuga like training session was also brought up to get the committees input on. The majority attending were for an off campus professional development activity but some concern was raised about having to spend the night. The question arose if this could be handled as a choice rather than an assumed requirement. This will also be taken to the next TALC leadership meeting by Sandra.

The meeting schedule was confirmed as still being on Monday usually at 2:30 PM. The next meeting day will be emailed later. The meeting ended at approximately 3:45 PM.