

Minutes

Professional Development Committee Meeting

Friday, July 25, 2008

ACATT Building

9:30 a.m.

Present:

Dr. Bruce Crawford
Mr. Donald Sledge
Mrs. Kimberly McKenzie
Mrs. Katina Moore
Mrs. Teheitha Taylor

Mrs. Becky Anderson
Dr. Stephen Monti
Dr. Sherri Davis
Ms. Geraldine White

Absent:

Regina Doriety
Mr. Cedric Burden
Mrs. Melissa Crusoe
Mrs. Shelby Hayes

Mrs. Emma McKinstry
Ms. Charmaine Rodgers
Mr. Terry Jones

The meeting was called to order by Mr. Donald Sledge, the Committee Chair. Mr. Sledge asked the committee to review the minutes from the last meeting, April 17, 2008. The committee reviewed the minutes and they discussed the upcoming Professional Development Conference.

Mr. Sledge stated he nor Regina Doriety receive any response back from the committee suggesting workshop topics.

Dr. Crawford asked where are the last year's evaluation form from faculty and staff? Mrs. McKenzie stated that they are in the Title III office.

Dr. Crawford suggested a theme for this year **E³ (Equip, Engage and Empower)**. The committee agreed to the suggestion.

Mr. Sledge asked the committee where we thought the conference should be held this year. The committee suggested the Birmingham Campus because it was held on the Bessemer Campus last year. Therefore, the committee agreed on the Birmingham Campus in the ACATT Building in the auditorium. Dr. Davis asked were there enough sitting in the auditorium and Dr. Crawford stated we would put about 100 extra chairs in the back of the auditorium. Dr. Davis suggested that we should do the overflow

room as well just to be safe. Dr. Crawford said he would have Harold Dennard set-up the over-flow room.

Mr. Sledge asked the committee were we following the same format on the agenda as last year. Dr. Crawford suggested that we do with little changes. He suggested that we allow the Correctional Division to do a 15 minute presentation on the first day to highlight their area. Dr. Davis suggested that we do something without so much computer usage because in the past we have had problems with the labs when there are large volumes of usage.

Dr. Crawford explained to her about internet trafficking. He stated we could use building B as well for workshop trainings. Dr. Crawford stated he would do opening remarks. Following open remarks we will do a fifteen minute presentation showing all the different areas of the college. (College Transfer, Business Technologies, Student Support; and Administrative Services). Blackboard, Tegrity, Criterion workshops will be given this year also. Teheitha Taylor suggested when the workshops are done, let them be done by levels, not all together. For example, have a basic workshop for beginner blackboard users, one session for just grade book and attendance, one for testing and one for communication and uploading presentation. Ms. Taylor said this would be better because everyone is not on the same level with blackboard and someone just might need one session, not the rest. Dr. Davis stated this was a good idea and we would keep this in mind when we are scheduling the workshops. Dr. Crawford stated that version eight just came out and the faculty needs training on the new updates. At the April 17th meeting, Valencia Bell suggested that we bring Marquita Davis back to do the Perfecting Relationships with students, co-workers and administrators workshop because she was so effective. Dr. Davis said she would contact her. Dr. Monti suggested that we do a workshop on advising. The committee agreed. Dr. Crawford stated we would put the advising manual in the 2008 Fall Professional Development Conference booklet. Dr. Davis stated that a copy of the manual is in the faculty handbook on the L Drive. Dr. Crawford suggested for the second day we do academic advising; QEP and SACS updates along with Division Updates. The committee agreed.

Dr. Crawford asked Geri White how much money was allotted in the budget for lunch. Ms. White stated we should have approximately \$5,000.00 in the budget for lunch.

Mr. Sledge stated that we need to do something for Faculty Appreciation. Dr. Crawford asked how we paid for it last year? He then stated that the only way we can fund such activity is through the foundation. Mr. Sledge stated maybe we could do something in the evening like a faculty social. The committee agreed. Ms. White suggested that we do a picnic at a park off campus on that Friday afternoon. Dr. Crawford said that

would be Ok. The committee discussed in great detail about the picnic and agreed upon, Oak Mountain State Park that Friday, August 15, 2008 from 12:00 - 5:00 pm. The committee agreed that would be a great ideal and we will meet again to finalize the entire agenda for 2008 Fall Professional Development. Mrs. McKenzie stated she would email everyone regarding the next meeting date and time.

Mr. Sledge adjourned the meeting at 11:00 a.m.

Kimberly McKenzie
Recorder

Professional Development Committee Minutes

Wednesday, November 26, 2008

11:00 a.m.

Present:	Dr. Bruce Crawford Kimberly McKenzie Teheitha Taylor	Dr. Sherri Davis Becky Anderson Terry Jones	Dr. Stephen Monti Katina Moore
Absent:	Donald Sledge Cedric Burden Deborah Turner Emma McKinstry	Regina Doriety Geraldine White Shelby Hayes	Valencia Bell Melissa Crusoe Charmaine Rodgers

Dr. Crawford opened the meeting asking the committee members for any suggestion for the January 4, 2009 Professional Development Day. He also asked the committee did they here the positive responses from the faculty and staff on the Fall Professional Development on both days. The committee said yes, they got positive response from their colleagues.

Dr. Crawford stated that Spring Professional Development Day is Monday, January 4, 2009. Taheitha Taylor asked did the committee members need to come back early to help with the set-up for Professional Development, Dr. Crawford stated that wouldn't be necessary, the 12 months employees could handle it, they will return back on January 2nd. Registration is January 6 & 7 and faculty duty day is January 8th.

Dr. Crawford stated it would be good for this conference to focus on QEP (Quality Enhancement Plan). We could use the conference to make clear to everyone what QEP is and how it will affect the college. Dr. Crawford stated that QEP will be introduced strongly to the college starting in January. We have key staff people to implement the plan and explain it to the faculty and staff. They are:

Dr. Sherri Davis
Dr. Myrtes Green
Dr. Cynthia Anthony

They will implement to the faculty, staff, students and community the following about QEP:

Complete Understanding of QEP
How it will affect the college and community

11:00 am

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Becky Anderson asked could we make sure that staff gets handouts from Professional Development Day because she has to stay in the office to work registration. Dr. Crawford asked her did she see the video conference that was set up for General Faculty and Staff Meeting. She said yes, but she missed some of the comments when the person was up was not speaking directly in the microphone. Dr. Crawford said we would work trying to get more microphones.

Teithia Taylor asked could the Library staff be used to help students get familiar with QEP. Dr. Sherri Davis responded by stated that QEP has several Team designated to do just that. Dr. Davis said there will be a huge launch will come from the college regarding QEP in the Spring semester, it will outline all the steps on QEP.

Dr. Davis also asked could the QEP sub-committee meet at the January 5th Professional Development to get together to start working on their projects.

The Spring Semester Professional Development agenda will go as follows:

- Developmental Program
- QEP
- Library Resources Utilization
- SACS
- Business Update
- Dr. Ward speaking on Proration
- Summer School

Teitha Taylor asked will the college provide lunch or will lunch be on your own. Dr. Crawford stated probably on your own.

Becky Anderson asked will the meeting be on Birmingham Campus or Bessemer Campus. Dr. Crawford stated that the only building could accommodate us with the break out group is the ACATT building and he thinks it would be better for all faculty and staff and be able to go into breakout groups.

Teithia Taylor asked could we have a place for faculty and staff to check their email. Dr. Crawford stated that was a good ideal and we would set up a cyber café In one of the computer labs.

Dr. Crawford asked the committee did they have any more suggestions regarding the Spring Professional Development Day or anything else they wanted to share with the committee and the committee answers no. The meeting was adjourned at 11:47 am.

Kimberly McKenzie, Recorder