

Professional Development Committee

Minutes from July 8, 2009

Members in attendance Members absent:	Terri Farr, Jennifer Frobish, Susan Woolen, Amelia Noel-Elkins, Melissa Moody, Kathy Schmidt Mark Vegter, Kerri Fuller, Raz Steward																								
Attendance at PDT Sessions	<p>For the past few sessions, we have had participants sign in with their name, department, and email address. Discussion points . . .</p> <ol style="list-style-type: none"> 1) What is the purpose of having them sign in? <i>We would like to make available a spreadsheet of sessions and attendance so that supervisors can take this into account when completing performance evaluations. Additionally, we will be able to better gauge attendance trends.</i> 2) Is it possible to track attendance for reporting purposes? <i>Amelia will ask her GA to enter names into a spreadsheet, beginning with this academic year.</i> 																								
Fall Advisor Day 2009: Schedule	<p>Definitely taking place in Monday, August 10th from 8:30ish - 12:15ish. We are hosting the event in the Alumni Center.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">8:15am - 8:45am</td> <td>Check-in Breakfast</td> </tr> <tr> <td>8:45am - 9:00am</td> <td>Welcome by Dr. Everts Opening Remarks by Jonathan Rosenthal Introductions</td> </tr> <tr> <td>9:00am - 9:30am</td> <td>ROTC Presentation</td> </tr> <tr> <td>9:30am - 10:00am</td> <td>Veteran's Initiatives <i>Amelia Noel-Elkins</i></td> </tr> <tr> <td>10:00am - 10:15am</td> <td>Break</td> </tr> <tr> <td>10:15am - 10:45am</td> <td>yearOne Updates and Information <i>Danielle Miller-Schuster</i> <i>Danielle Lindsey</i></td> </tr> <tr> <td>10:45am - 11:15am</td> <td>College of Fine Arts Advising Assessment <i>John Walker</i></td> </tr> <tr> <td>11:15am - 11:30am</td> <td>Registrar Updates <i>Jess Ray</i></td> </tr> <tr> <td>11:30am - 11:45am</td> <td>Dean of Students Updates <i>Dr. Jan Paterson</i></td> </tr> <tr> <td>11:45am - 12:15pm</td> <td>AAAC Updates Committee Updates</td> </tr> <tr> <td>12:15pm</td> <td>Closing Remarks <i>Mark Vegter</i></td> </tr> <tr> <td></td> <td>Evaluations Dismiss for the day</td> </tr> </table>	8:15am - 8:45am	Check-in Breakfast	8:45am - 9:00am	Welcome by Dr. Everts Opening Remarks by Jonathan Rosenthal Introductions	9:00am - 9:30am	ROTC Presentation	9:30am - 10:00am	Veteran's Initiatives <i>Amelia Noel-Elkins</i>	10:00am - 10:15am	Break	10:15am - 10:45am	yearOne Updates and Information <i>Danielle Miller-Schuster</i> <i>Danielle Lindsey</i>	10:45am - 11:15am	College of Fine Arts Advising Assessment <i>John Walker</i>	11:15am - 11:30am	Registrar Updates <i>Jess Ray</i>	11:30am - 11:45am	Dean of Students Updates <i>Dr. Jan Paterson</i>	11:45am - 12:15pm	AAAC Updates Committee Updates	12:15pm	Closing Remarks <i>Mark Vegter</i>		Evaluations Dismiss for the day
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<p>Fall Advisor Day 2009: Logistics</p>	<p>Advisors will be asked to RSVP to Melissa Moody by August 3.</p> <p>The committee can access the building at 8am to set up breakfast, which will be provided by ROTC. Hot food is included.</p> <p>We are providing attendees a folder from the Mennonite College of Nursing, which will include a schedule for the day, notes pages, post-it notes from University College, a pen from University College, and the evaluation of the program.</p> <p>We are also asking that presenters provide their handouts/brochures/notes in advance so that we can make copies and tuck those into the folders to save time.</p> <p>Terri will look for the evaluation.</p> <p>Jennifer is going to create notes pages and the schedule.</p>
<p>Spring Advisor Day 2010</p>	<p>Still working on Tom Grites as our keynote speaker. If he attends, we would co-sponsor him with the College of Education so that he could teach classes for them and do special presentations during his visit.</p> <p>We are working out budget details, but it depends on our keynote. We will definitely provide lunch, but a time of day has yet to be determined.</p> <p>We are proposing that the event happen during the first week of February.</p>
<p>Fall PD/T Session Ideas</p>	<p>September 24, 2009 from 2:30-4:00: Technology as Tools in Advising Melissa will coordinate this event, soliciting ideas from all advisors, but focusing on Facebook, Conference Notes, Skype, Blackboard, and other technologies our students use. This will hopefully take place in CTLT.</p> <p>November 12, 2009 from 10:00-11:30: Students in Crisis Jennifer will coordinate this event. We are hoping that Sandy Colbs from Student Counseling Services and Dr. Brent Paterson from Student Affairs can present. We would like to address how advisors can support their students in times of crisis, including but not limited to students going into active military duty, veterans returning to campus, etc. The goal is to cover emotional support and not the technical details of how to respond. This will hopefully take place in SSB375.</p> <p>December 3, 2009 from 2:00 - 4:00: Career Advising and Support Terri will coordinate this event. From 2-2:30, we hope to tour the Career Center, learning about the tools they use to help our students. From 2:30-3, we would like to visit Student Counseling Services to discuss the assessments they can provide students to help narrow their focus. From 3:00 - whenever, we would like to have social time in SSB375.</p>
<p>Next Meeting</p>	<p>July 22nd from 9-10am in SCH.</p>