

Professional Development Center Advisory Board Meeting Minutes

meeting date: Wednesday, May 11, 2011

location: English Reading Room

I. Meeting Called to Order

- a. Official time 2pm

II. Roll Call

- a. In attendance, Lisa Melohusky, T. John McCune, Jessica Hillman-McCord, Cheryl Dearth, Tracy Collingwood, Jodi Rzepka, Katie Thies, Teddi Cox, Bob Dalhgren, Dawn Eckenrode, Lori Johnson, Susan Spangler, Mike Barone. Absent: Ivani Vassoler, Paul Mockovak, Shazad Mohammed

III. Special Guest Ginny Horvath

- a. Beez is leaving the college and what is the future of the PDC?
- b. What activities/programs does the board feel we need to keep and what ones can be put off until next year?
- c. Ginny is committed to making sure the PDC continues
- d. Valued in Middle States & NCATE (all accrediting bodies)
- e. PDC needs leadership/point person
- f. What role do the board members have with the T & LC? Are some only on awards? Anyone on the board want to take on a leadership role in the PDC?
- g. Board members wanted to know what the time frame is on getting someone in that leadership role? Is there an urgency?
- h. Ginny had brought up the Leadership Academy. Maybe join forces with Human Resources to include faculty?
- i. Board will discuss the possibilities and their concerns and submit a written letter to Ginny with their recommendations.

IV. Review and Approval of Previous Meeting Minutes

- a. Minutes from the April 14th board meeting were reviewed and approved. *Motion to approve the minutes was made by Jessica; Second by Jodi; All approved; Zero Nay*

V. The Amy Everett Award

- a. The winner was Alexander Caviedes from Political Science
- b. Award is actually \$350 not \$250
- c. Board agreed to give him the whole \$350 and not give a second place

VI. Teaching and Learning Conference

- a. Holly Lawson is the Keynote speaker
- b. No funding for this year
- c. We need to find out what rooms and technology is available before we set the schedule.
 1. Last year's comments did suggest that participants wanted opening comments and a welcome.
 2. Do opening then keynote
 3. 4 rooms will be found. 1 hour sessions.
 4. Voting for proposals will be done electronically using the rubric from last year.
- d. The letters should be ready for presenters to go out on June 1.

VII. PDC Responsibilities

- a. Dawn went through each responsibility and the board came up with the following:
 1. The board feels a point person is needed for T & LC
 2. New faculty orientation should continue but with a focus on faculty and not all 3 different types of positions.
 3. Faculty leadership is an addition to the PDC's responsibilities right now. Since the board is recommending scaling back on current activities it may be difficult to add a new one.
 4. The group would have liked to get the pulse of campus but there isn't time. They would recommend that the assessment data from this past year's events be used to help determine what programs should continue.
 5. The board feels breaking the continuity at this time would hinder the PDC.
 6. The board members should all continue for one year as an *advisory board*, not running programming.
 7. The individuals selected as coordinators need to see the PDC work as a top priority.
 8. Cheryl's position needs to stay to have any continuity.
 9. With the continuity to really work, someone needs to be working on the T & LC right now.
 10. A stipend or course release is necessary for asking anyone to take on this role.
 11. If a PDC event is farmed out, at what point do they come back to the PDC? When a new director comes in?
 12. Dawn or Lisa, preferably both, should remain for at least one year.
 13. The Faculty Leadership should not be added now
 14. The T & LC should be postponed if a leader cannot be identified. No one on the board is prepared to take this on.
 15. The board encourages New Faculty Orientation as a Renga. The board could help facilitate this.

VII. Meeting adjourned