

# MINUTES

## Staff Development Committee

May 16, 2011

1:00 pm

E221U

Attending: Greg R, Kathy J, and Annie Davis

1. Approved Minutes from January 24, 2011
2. Reviewed Professional Development Needs Assessment Survey
  - Discussed deletions and additions
    - Delete duplicates & things not offered e.g. Saturday workshops
  - Divide Communications Skills into languages, written, verbal, and group
  - Send Teaching Skills to Instruction and Student Services for feedback
  - Survey to be finalized & deployed by June
3. Review Feedback from Support Staff Professional Development Day
  - Mostly very positive
  - TLC workshops evaluated as poor
4. Upcoming Workshops
  - L & I Ergonomics
  - Financial Yoga
  - MAP training-Greg, Kathy, & Annie Brown Bag 11-12
    - Preparing for Evaluation
    - Mutual Action Plan
  - What if you disagree with supervisor's evaluation
5. Meeting Schedule for next year- Mondays 2-3
  - Oct 3<sup>rd</sup>, Nov 7<sup>th</sup>, Feb 6<sup>th</sup>, Apr 9<sup>th</sup>, Jun 4<sup>th</sup>, & Others as needed
  - Schedule now and start recruiting committee members
  - May send committee attendance to Instruction
6. Schedule Next Meeting
  - Jun
7. Agenda for Next Meeting
  - Review and Approve Minutes
  - Review Professional Development Needs Assessment Survey Results
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  - Other

- Schedule Next Meeting
- Draft Agenda