

Minutes – Meeting 7
Professional Development Committee
Vernon College

February 6, 2015 ☐ 11:00AM ☐ VER RM 204, CCC RM 712

- **Call Meeting to Order at 11:04 AM.**
- **Members in Attendance as follows.**

Vernon College Position	Member	Present	Not Present
Instructional Design & Technology Coordinator	Roxie Hill, Chair	X	
Faculty Senate President	Adrian Ivan, Co Chair	X	
PD Coordinator	Dr. Donnie Kirk	X	
Director of Quality Enhancement	Criquett Lehman		X
Administrative Secretary to the President	Mary King	X	
Professional Staff	Jeanne Ballard		X
Faculty - English	Misti Brock	X	
Faculty - Spanish	Renee Wooten		X
Faculty – Biology	Alexandria Gilmore		X
Faculty – Microcomputer Applications	Steven Underhill	X	
Professional Staff	Maria Servin		X
Professional Staff	LeAnn Jordan	X	

- **Approve Minutes**
 Meeting 6 minutes were presented and reviewed by the committee member. Mary King made a motion to approve the minutes as presented. Steven Underhill seconded the motion. All members approved.
- **Professional Development Reporting**
 A recommendation was presented by committee chair in behalf of committee member Criquett Lehman to reconsider the PD tracking and reporting process. History was presented on the process for tracking and reporting of PD hours, the reasoning being that the PD policy was a newly implemented process and that this was the only means for reporting and tracking. In the spring of 2015 there were many man hours spent to compile and generate individual PD reports for each VC employee. Now that PD is part of the evaluation process, there is no longer a need for the committee to track and report the PD hours for each employee. The recommendation is as follows:
 - Each employee will be responsible for tracking and logging their own hours to report for their evaluations.
 - The committee will:

- Post all PD calendars for each month to the Vernon College PD website
- Have sign in sheets for all face-to-face sessions and take attendance using the evaluation form for all online sessions.
- All attendance records will be kept on file in the PD Committee Chair's office and be made available upon supervisor's request.
- Create and post a tracking and reporting template called a "Summary Report" Exhibit A on the Vernon College PD website for employees to save and use to track their own hours.

The committee discussed the pros and cons of this recommendation. Dr. Donnie Kirk made a motion to approve the new reporting process. Mary King seconded the motion. All members approved.

The February 2015 PD calendar was presented to the committee for edits. No edits nor revisions were identified.

The meeting was adjourned at 12:01PM.