

**Minutes – Meeting 5**  
**Professional Development Committee**  
**Vernon College**

September 13 2013 ▪ 10:00AM ▪ VER RM 204, CCC RM 712

- **Call Meeting to Order at 10:03AM.**
- **Attendance**

<b>Vernon College Position</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Instructional Design & Technology Coordinator	Roxie Hill, Chair	<b>X</b>	
Faculty Senate President/PD Coordinator	Dr. Donnie Kirk, Chair	<b>X</b>	
Director of Quality Enhancement	Criquett Lehman	<b>X</b>	
Administrative Secretary to the President	Mary King	<b>X</b>	
Faculty – Surgical Technology Coordinator	Jeff Feix		<b>X</b>
Faculty - Spanish	Renee Wooten		<b>X</b>
Faculty – Microcomputer Applications	Steven Underhill		<b>X</b>
Professional Staff	Lana Carter		<b>X</b>
Professional Staff	LeAnn Jordan		<b>X</b>

- **Approve Minutes previous meeting**
  - Exhibit A – Approval of minutes would be called for at the Spring 2014 meeting 6 as a quorum was not present.
- **Professional Development Policy**
  - Final Version – Exhibit B was presented to the committee as a follow up.
  - Process – Finalized processes were explained to committee members for soliciting internal PD sessions as well as the process for reporting PD hours.
    - PD Proposal Form - Exhibit C
  - The proposal form will be listed on the VC PD webpage.
    - Reporting Forms
      - Internal – Exhibit D
      - External – Exhibit E
  - Survey Monkey items would be used to report PD hours. The data would be made available to Human Resource Director and coordinator of Perkins Grant as needed.
  - Publicize as a follow up – the PD policy was presented to all employees of the college during Fall Kickoff in the general session. The presentation was well received with no questions asked of the presenting committee.
- **Adjournment Meeting was adjourned at 10:35.**