

Minutes – Meeting 1

Professional Development Committee

Vernon College

April 12, 2012 ▪ 3:30PM ▪ VER RM 423, CCC RM 504

- **Call Meeting to Order**

The meeting was called to order by Committee Co-Chair Roxie Hill, Instructional Design and Technology Coordinator at 3:32 PM.

- **Welcome and review of committee attendance**

Vernon College Position	Member	Present	Not Present
Instructional Design & Technology Coordinator	Roxie Hill, Chair	X	
Faculty Senate President	Mike Ruhl, Chair		X
Director of Quality Enhancement	Criquett Lehman	X	
Administrative Secretary to the President	Mary King	X	
Faculty - Speech	Dr. Donnie Kirk	X	
Faculty - Spanish	Renee Wooten	X	
Faculty – Microcomputer Applications	Steven Underhill	X	
Professional Staff	Lana Carter	X	
Professional Staff	LeAnn Jordan	X	
Professional Staff	Travis Rose		X

- **Charge**

Responsibilities - Exhibit A

- Roxie Hill welcomed all the members to the newly created committee. The charge of the committee was also explained to the members present.

Exhibit A

Professional Development Committee

Purpose:

The Professional Development (PD) Committee shall formulate and maintain an active in-house professional development program for faculty, professional staff, and classified staff.

Responsibilities:

1. Identify the professional development needs each year for different employee groups.
2. Recommend and evaluate a professional development program in keeping with the identified needs.
3. Recommend to the President’s Administrative Council budgetary needs for the implementation of the professional development program.
4. Develop a schedule of professional development topics and secure appropriate providers.
5. Promote and monitor participation in professional development opportunities.

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- **Professional Development Plan**

A professional development form (Exhibit B) was presented to the committee and approved to begin using for internal purposes (in-service days), beginning with the fall of 2012.

A proposed professional development plan was presented to the committee as an exhibit. Action on the exhibit C will be tabled until a later meeting. Committee members were asked to look at other schools' professional development programs and bring back ideas to the committee to discuss, before making a recommendation to the President's Administrative Council.

Next meeting will be held in the fall 2012.

- **Adjournment**

Meeting was adjourned at 4:11PM.