

Minutes – Meeting 2
Professional Development Committee
Vernon College

November 15, 2012 ▪ 3:00PM ▪ VER RM 204, CCC RM 712

- **Call Meeting to Order**
 - Meeting was called to order at 3:02 PM
- **Member Attendance**

Vernon College Position	Member	Present	Not Present
Instructional Design & Technology Coordinator	Roxie Hill, Chair	X	
Faculty Senate President	Jeff Feix 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

- **Approve Minutes previous meeting**
 - Criquett Lehman made a motion to approve the minutes as presented. Dr. Donnie Kirk seconded the motion. All were in favor, motion carried.
- **Professional Development**
 - Solicit Spring Proposals - Exhibit B (Professional Development Proposal) was presented to the committee, the process was explained. Purpose of the document is to solicit faculty/staff involvement of presenting during new semester kick offs. The form would be emailed to all employees of the college by the end of November 2012 seeking proposals for the January 2013 semester kick-off.
 Dr. Kirk suggested that an additional means to solicit could come from personal emails or personal phone calls.
 Requests of the committee for topics for spring faculty development were:
 - SIR II examples
 - Addressing and dealing with behaviors in the classroom
 - Course Schedule Advising (updates)
 - Tour and more insight of Allied Health Programs at CCC
 - FERPA laws
 - Social Networking
 - PD Mission and Goals - Exhibit C
 - Ideas (3 themes) were presented to the committee on policy ideas/guidelines. Committee was given a list and websites of PD policies from other schools to explore in order to generate a list. The list would begin the process of developing VC Professional Development Plan. Email list to Roxie Hill by December.
 - 4 day class schedule beginning in Spring 2013 – committee discussed the value and opportunities for more PD activities.

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- **Adjournment**
 - **Meeting was adjourned at 3:55PM**