

Minutes – Meeting 4
Professional Development Committee
Vernon College

April 19, 2013 ▪ 10:00AM ▪ VER RM 423, CCC RM 717

- **Call Meeting to Order**

Meeting was called to order at 10:04 AM. Attendance was taken as presented below.

- **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**

- Exhibit A

Minutes of the M3 on February 1, 2013 were presented a quorum was not at presentation therefore they were not approved. An electronic approval vote will take place prior to fall 2013 meeting.

- **Professional Development Policy**

- Review and Discussion

- The committee members present discussed the draft professional development policy (as referred to in M3 as Exhibit B Review Guidelines of New Policy.

- Dr. Donnie Kirk explained sections 4 and 6 of Exhibit B
 - Criquett Lehman suggested that the professional development calendar be expanded to include a matrix which would include alignment/correlation to CCSSE, and Texas Core Curriculum
 - Roxie Hill explained all other sections of Exhibit B
 - The committee finalized all sections of Exhibit B to be presented to PD Committee for an electronic approval

- Approve the PD policy to present to president

- An electronic vote would be solicited prior to president presentation.

Next Meeting –Electronic

- **Pending approval or revisions of presented PD policy**
- **Develop 2013-2014 AY Calendar**

- **Adjournment**

Meeting was adjourned at 11:10 AM.