

# Professional Development and Training (2019-2020)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Professional Development and Training (2019-2020)			
<b>OBJECTIVE OF MEETING:</b> Continue progress on draft document/review competencies			
<b>DATE:</b> 11/22/2019 <b>TIME:</b> 1:30am		<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Alisa Shubb & Olga Prizhbilov			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Beth Hartline			
<b>MEMBERS PRESENT:</b>			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
Review notes from last meeting	Olga		
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
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<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
Reviewing the "Suggested Classified Employee Competencies" document, what additions or changes can be made to make certain faculty-specific job-related duties are included in the following areas: 1) Equity-minded service 2) Effective Communication 3) Technology Proficiency 4) Organizational Adeptness 5) Leadership Development	Alisa	These competencies work for all managers, faculty, and classified employee educators. Team will work on editing subtopics to make they are equity focused and worded clearly.	
Reviewing the "Existing Strengths" shared document, how do we incorporate these strengths into our plan? <a href="https://docs.google.com/document/d/1fpFApFD6icbIW4wChYsSH-VmVX_e_nnqsML7Mf1StyQ/edit">https://docs.google.com/document/d/1fpFApFD6icbIW4wChYsSH-VmVX_e_nnqsML7Mf1StyQ/edit</a>		Should use some current offerings as examples in a mock-up of what PD offerings could look like using the competencies and levels organizational structure. Will want to discuss how current systems - such as PD committees - might look under new structure.	
Reviewing the "Essential Conditions for PD" document, what additions or changes should be made?	Alisa	This section is capturing our thinking well so far. We may need to create an implementation section, possibly with suggested timeline.	
<b>ITEMS FOR FUTURE CONSIDERATION:</b>			
<b>Topic</b>	<b>Contact Person</b>		

