

Professional Development Team Meeting

Date: Dec. 1
Location: TRF-654
EGF-

Time: 12:00

Chair: Kristina Keller

Recorder: Holly Deschene/Kristina Keller

Members Present: Holly Deschene, Kristina Keller, Rob Jung, and Mary Hanson

Members Absent: Terry Wiseth, Ron Dvergsten

Team Minutes

Agenda item: Review the Action Plan

Presenter: Kristina and Holly

Discussion: There needs to be some changes to the plan to reflect what has been accomplished and where we are now. D2L goal has been taken over by the D2L sub-committee.

Conclusions: Several items need to be addressed in order to clean up the action plan. Please see below.

Action items	Person responsible	Deadline
✓ Shelia Lapp: What is she still doing for us in regard to D2L? Talk with Jeff about what NCTC pays her or if we still are paying her.	Kristina	January 19 th at noon
✓ Talk with Jennifer Sundberg about putting together a memo to promote what is offered for training through the testing center.	Kristina	January 19 th at noon
✓ Find out what we can offer as incentives for instructors to take these online courses. What is our Prof. Tech budget.	Kristina/Holly	January 19 th at noon
✓ Put request into web committee to have technology FAQ section put on the website. Talk to Chad Sperling first	Holly	January 19 th at noon

Agenda item: Promoting Technology Training

Presenter: Kristina

Discussion: Discussed Holly notifying division chairs about technology training that is available for staff to all division chairs

Conclusions: Kristina will speak at the division chair meeting on Holly's behalf. Holly will be in training on the other campus during this time.

Action items	Person responsible	Deadline
✓ Write up memo to Div. chairs about training	Holly	ASAP

- ✓ Speak on Holly's behalf at the Div. chair meeting to promote the technology training available for employees Kristina At the next Div. Chair meeting.
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Agenda item: Employee Technology Training dates/times and rooms **Presenter:** Holly

Discussion: Holly explained the need to set aside appropriate training rooms for Spring semester on both campuses. She has already arranged for the rooms on each campus. Training topics need to be addressed and coordinated with CTL and D2L committees as well.

Conclusions: Having the rooms and times set was good. Topics need to be determined over X-mas break

Action items	Person responsible	Deadline
✓ Meet with CTL and D2L committee reps to decide training topics for Spring semester for all employees	Holly/Kristina	Before January meeting
✓ Create training calendar	Holly/Chad	ASAP
✓ Develop training	Holly/CTL committee	Ongoing
✓		

Agenda item: D2L sub committee **Presenter:** Holly

Discussion: This portion of the Professional Development committee has been converted to the D2L committee. Need to recruit more East Grand Forks people to be on this committee.

Conclusions: Need to send out email to all EGF employees regarding the D2L committee

Action items	Person responsible	Deadline
✓ Talk to Stacey about sending another reminder email request for volunteers for the D2L Committee	Holly	ASAP
✓		
✓		
✓		

Other Information

Guests:

Resources: Poly-com

Special notes: Next meeting will be over poly-com January 19th at noon