Professional Devlopment   Team Meeting

Date: **January 19, 2005**   **Time:**   **19-053:30 pm**
Location: **654 TRF**

Chair: **Ron Dvergsten**   **Recorder:**   **Jennifer Sundberg**
Members Present: Kristina Keller, Terry Wiseth, Holly Deschene, Mary Hanson, Rob Jung, Susan Snedker.

Members Absent:

Guests: none

Team Minutes

Agenda item #1:	Committee Goals	**Presenter:**	Ron Dvergsten

Discussion:

Review committee goals-discussion on developing action plans and strategies for each goal.

Goal 1: Promote employee professional development as it relates to computer utilization.

Goal 2: Promote utilization of D2L as a learning tool.

Goal 3: Secure input from employees as to their needs regarding computer technology training and resources.

Goal 4: Maximize and improve utilization of ITV for instruction and college communication.

Conclusions: Through discussion we have identiied Strategies/Actions for the goals.

Action items	**Person responsible:**	**Deadline:**
✓ Goal 1) Continue to host BYTE of Technology over lunch hour.	Jennifer: Holly, Kristina	
✓ Goal 1) Did You Know--technology tid-bit sent to all employees to give short-informative technology tips.	Holly	Weekly
✓ Goal 1) Compile a Mailroom for technology areas of interest.		
✓ Goal 1) Create a compilation of "Frequently asked questions" and post on the web.		

Agenda item #2:	Goal 2	**Presenter:**	

Discussion:

Discussion on Promoting D2L and be proactive about its capabilities.

Give instructors a "taste" of D2L without having to jump in 100% right away.

Promote D2L with something in common with all instructors (grade book) as a positive influence and hope to explore more features.

D2L is more than an online learning tool--need to expand on the additional features available.

Conclusions: Strategies were established.

Action items	**Person responsible:**	**Deadline:**
✓ Use D2L for the Grade Books.	Mary Hanson: Rob Jung, Kristina Keller	
✓ Weekly/Bi-Weekly "Did you Know" about D2L	Mary Hanson: Holly	Weekly/Bi-weekly
✓		
✓		

Agenda item #3:   **Presenter:**

Discussion:

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓		
✓		
✓		
✓		

Agenda item #4:   **Presenter:**

Discussion:

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓		
✓		
✓		
✓		

Other Information

Resources:

Special notes: