Professional Development Team Minutes
12.07.22 @ 1pm
River Room & Via Zoom

Meeting Facilitator: Beth Crowe & Tina Dudley

Roll Call:

P	Lydia Dover	P	Evelyn Davis	P	Timothy Cornwell
	Amy Sheffer	P	Beth Crowe	P	Tina Dudley, Guest
P	Felicia Rouse		Tony Gerard		
P	Dan Kineman	P	Rob Lucas		

I. The meeting was called to order at 1:05 pm.

II. There were no minutes to approve.

III. There were no additions to the agenda.

IV. Goal 3, Objective 1, Strategy C
- Strengthen College Processes and Systems in ways that create an Institutional Culture of Excellence, Inclusiveness, Engagement, Accountability, and Mutual Respect
- Integrate elements of diversity, equity, and inclusion into all College systems and processes
- Increase awareness of diversity, equity, and inclusion through multicultural activities in classrooms and throughout campus

Discussion included the following areas of need related to Professional Development:
- Sensitivity/Customer Service Training – thinking before speaking, creating a welcoming, safe environment for all those walking through our doors. Maybe include Sherry Wessel (Harrah's) with a part 2 of her Customer Service Training presented at Fall 2022 Convocation.
- Website Navigation – not all staff utilize the website for the same purpose, work to expand staff knowledge of what is available and ability to access all areas.
- Computer Literacy – Google Docs, hyperlinks, excel, a plethora of areas to touch on.
- Copyright vs. Fair Use – create video blurbs, similar to Ted Talks

- Multi Factor Authentication (MFA) – create video blurbs to instruct, troubleshoot, etc.
- Assessing Training Interests – Rob noted surveying Department and Division Chairs regarding any topics of interest and offer in the TLC room.
- Video – Much like the Schoolhouse Rock instructional cartoons, do something similar with explaining "how a policy becomes a policy", etc.,

V. Adjournment

Beth made a motion to adjourn the meeting at 2:03 pm with a second by Felicia. All members voted in favor and the motion carried.

The next meeting will be held on Wednesday, February 1, 2023.