Flex and Professional Development Committee
Meeting Notes
October 28, 2014, 1:00 p.m. (HR Conference Room)

PRESENT: Ahn Fielding, Teresa Daigneault, Connie Carlson, Susan Wiegman, Pru Ratliff, Trish Blair, Julia Peterson, Johanna Helzer

I. Review of notes from September 16, 2014 meeting
   The committee reviewed the meeting notes from September 16, 2014. Meeting notes approved with no changes.

II. 2013-2014 Draft Annual Report to distribute to CR community
   Committee reviewed and approved final draft of 2013-2014 Annual Report.

III. Innovation Training Center (ITC/Connie’s area)
    The ITC now has a copier. We are still waiting for IT to install the new computers. Staff are beginning to use the new conference room. There is now a phone (ext. 4298) in the Humanities Associate Faculty room. They plan to have an open house in November.

IV. Review of draft 2013-2014 Training Activities (Training Matrix) – to be handed out at meeting
    Susan will add in the different breakout sessions for the larger training activities (ie: convocation). Committee will review and update the matrix as needed. The final draft will be brought to the November 18th meeting.

V. Old Business
   a. Continue discussion on review evaluation PDC activity summaries – The evaluation summaries for July 2014 to present are now complete. Committee reviewed the evaluation summaries. Susan will email the summaries to the presenters. Johanna will work on developing a Survey Monkey for online training sessions. Committee will keep a list of workshop suggestions.

VI. Future meetings, reports, planning:
   a. Keenan – review how we can encourage employees to utilize the online training offerings.
   b. Discussed the idea of facilitating a monthly “brown bag lunch” to discuss an online training
   c. Explore the idea of an emergency preparedness drill on campus with local agencies. This drill would be done on a non-instructional day.
   d. Explore internet based problem solving training.
   e. Explore training for “train the trainer” or how to become a good facilitator.
   f. Explore manager training on how to document. Teresa will follow up on Frisk.

VI. Committee check-in
   • FLEX – met with the Deans to discuss topics for Flex Days (January 15 and 16, 2015). Topics will focus around “student persistence”. Connie will send out an
email to Associate Faculty to ask for other topic ideas. Kathy Smith will make a presentation on the first day. Other topics might include assessment.

- **Associate Faculty** – Currently working on gathering flex forms from Associate Faculty and permanent Faculty.
- **Faculty Professional Development** – Ahn is working on finding a replacement for Kerry Mayer. No news to report out.
- **Distance Ed** – Ahn is working on finding someone to fill this role. No news to report out.
- **Community Ed** – Non-Credit Associate Faculty are meeting once a month. The meeting includes guest speakers such as David Bazard, Trish Blair, and Kathy Goodlive. These meetings count towards Flex.
- **Veterans** – Crystal Morse was not able to attend the meeting. No news to report out.
- **DSP&S** – Working on getting the word out about Kognito. Will be printing business card size Kognito informational cards. Plan to give them to faculty and staff.

**VII. Other updates/comments** – None

**VIII. Agenda items for next meeting** – No items noted

*Next Meeting:*

*November 20th @ 1:00 pm*