

AQIP Professional Development Team Retreat

Date: Friday, April 20, 2007
Time: 9:00 a.m. – 4:00 p.m.
Location: RTC 1301
Attendees: S. Bradish, C. Croffe, A. Fugate, M. Goldstein, G. Ives, M. Kennedy, L. Koehler,
J. McDonald, B. Reich, K. Schamanek, R. Schapel, T. Travis
Guest: Helen Burnstad, Facilitator
Absent: B. Cunningham, J. Fillion, S. Robinson, M. Rueterbusch

What must happen today?

1. Clear direction, leaders identified, actions to do
2. Where we have been, where we are going
3. Feel good about working together
4. Re-commitment of time and energy
5. Re-cap of yesterday
6. Identify scope of professional development
7. Have some sun left when we're done
8. Data to collect from this point forward, and who is responsible
9. Driving forces/restraining forces
10. What/who – homework list
11. Next steps
12. Consensus on mission
13. Definition of commitment
14. Past roadblocks and ways around them
15. Open, civil conversation and listening

Definition of Terms

Training – what you want and need to do your job now. Continuing process throughout career. For faculty, it's about staying current in your field.

Development – what you want and need for your future, for career development and what the College wants and needs for its future. Obligation between the employee and supervisor to agree upon what that is.

Professional development – what an individual must have to be able to say, "I am a professional in..."

Personal development – what an organization does to support you and create an environment that makes you comfortable (ex: fitness center, workshops to help you)

Organizational development – what you do for the whole organization; advances things like the organizations goals.

Where are we now, or what kinds of Professional Development is happening at the College now?

- Professional development funds – unions and exempts (used for local/national/state conferences, seminars, tuition, workshops)
- Welcome back training (used to educate about technology, resources, teaching strategies)
- Distance learning or on line training/workshops
- WIDS – curriculum development training
- Orientations for new employees (all staff orientation and a separate faculty orientation)
- Sexual Harassment Prevention training
- Personal financial seminars
- Retirement planning seminars
- Sabbaticals
- Divisional workshops/training
- Learning circles
- Department funds (used for conferences, seminars, workshops)
- On the job training
- Tuition waiver funds (to attend Mott)
- Asbestos awareness training
- Emergency response training

- Links to community opportunities (lecture series/MCC/Quad Pod/GISD)
- Technology
- Mentoring/support team
- Leadership Flint
- Committees
- Computer based training
- User groups
- Training resources
- Required training for licensing
- Degree career paths
- List serves
- On line professional journals
- Job aids
- Coaching and development process

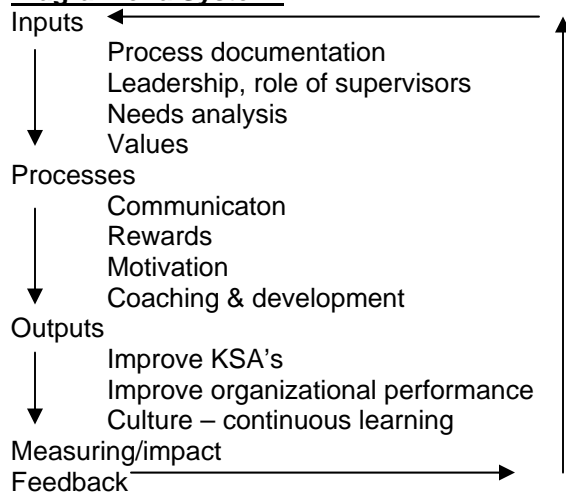
Analysis of current situation:

- There's a lot going on! Not everyone knows about all of it. It's not focused, there's no direction to it (though there may not need to be). It's narrow, and only seems to have individual direction.

What's happening now at the College?

- New strategic plan
- Revision of job descriptions
- Calendar/time of year
- Vision of Executive Dean of Teaching & Learning
- Organizational values being created

Diagram of a System:



Action Hypothesis:

Timeframe: April – August

- Gathering best practices – Jennifer and Randy
- Compile data from today
- Generate a recommendation
- Design a system (or a framework of a system)
- Interpretation/alignment of what's going on
- Leadership structure
 - Co-chairs? Chair? Possibly Sherry Bradish.
 - Work groups
 - Recorder/communicator – Kate to continue

Next steps:

- Do visitations – Helen will make us a list of recommendations
- Do reading

- Jennifer volunteered
- Visit web sites
- Attend the summer institute
 - Amy volunteered to go
 - Jennifer volunteered to gather more information on it
- Needs assessment – division, individuals
- “Guide” for what we already have; a directory of all activities (who gets it, how to apply, how much, etc.)
- Professional development website
- Start now to collect data
 - What? How much, or how deep?
 - Who? Budget.
- Culture change – adding to reports
- Faculty meetings
- Project/self study/development?
- Who wants to know
 - Why?
 - Purpose
 - How?
 - Use?
 - ROI

What did we like about today’s retreat?

- Constructive disagreement
- Participation
- Lunch
- Brownies
- Facilitation
- Plan
- Focus
- Learning from one another
- We have a job
- Sun break
- Tasks
- Learning interesting things
- Progress
- Common understanding
- Listening

What didn’t we like about today’s retreat?

- Had to stay inside

Action Items:

- Notify Dr. Shaik of new structure of committee
- Sherry and Kate to bring Jennifer, Bernie, Marty, Melissa and Steve up to speed
- Kate to ask the attendees at MCCHRA about best practices
- Begin to gather best practices – Jennifer and Randy to visit websites
- Kate to compile the data from the retreat
- Helen to make us a list of places she recommends we visit
- Jennifer to investigate and share information on summer institute

Next Meeting:

Through the summer, the meetings will be held on the 3rd Tuesday of the month from 1:30 p.m. – 3:30 p.m. in CM 1117 (by Continuing Ed). Next meeting date is May 15th.

Agenda items for next meeting:

- Share the data that has been collected
- Decide about who will attend summer institute
- Decide on what sites to visit
- Review compiled data