

AQIP Professional Development Action Team Meeting Notes

Date: Wednesday, October 17, 2007
Time: 1:30 p.m.
Location: CM 1117
Attendees: S. Bradish, C. Croffe, A. Fugate, G. Ives, L. Koehler, J. McDonald, B. Phillips, B. Reich, S. Robinson, D. Sharpe
Absent: B. Cunningham, J. Fillion, M. Goldstein, M. Kennedy, M. Rueterbusch, R. Schapel, T. Travis

1. Annual Update/Reviewers' comments – Comments seemed to affirm that we are on the right track. Reviewer recommended that we continue to use Quality Tools in our processes, suggested we incorporate Quality Improvement Theory with our Action Plan, and indicated a timeline might be useful.
2. Notes from September meeting – July and September meeting notes provided summary of team visits to other colleges. Models we've seen have shaped our thoughts about what will help us achieve our goal *"to implement a system that supports and encourages professional development and provides opportunities to improve the knowledge, skills and abilities of all employees. . . . foster a culture in which all employees are continuously learning and improving their professional and technical skill and experience and develop a means for measuring the impact of professional development."*
3. Discussion/Information –
 - Larry shared his notes from a conference call he, Bill and Sherry participated in with Amy following the last meeting to determine if expected recommendations from the Action Team are consistent and could be incorporated with her plans to use resources (TAP) for a Center for Teaching & Learning. Amy agreed that the initiatives are complimentary and the timing is right for collaboration.
 - Steve provided insight that the Improvement Theory (Step 4; Idea) and Action Plan (Step 5: Activity) are often related/inter-twined, suggested we may discuss simultaneously.
 - Included in our recommendation will be:
 - a. Centralized Coordinated Communication
 - PD currently available
 - Develop & support new activities, expanded opportunities
 - Employee recognition
 - b. Assistance to help employees navigate system
 - c. Focus on all employees, institution-wide
 - d. Individual development plans (employees and supervisors use)
 - e. Professional Development Database
 - Record/transcript of individual PD
 - Identification of professional development offerings, providers, skill needs
 - f. Maintains budgets/PD resources throughout the college
 - We will want to analyze initial project document; ensure that elements are addressed in action proposal/recommendations*
 - Budget – There is institutional consensus to grow professional development. And, it is assumed that the AQIP recommendations will need funding for implementation. We need to identify the resources needed to support. Positions (Executive Dean and Director) are approved; What other funds will be needed to support expanded

professional development institution-wide? Are there models/rationale that would help us develop a budget? (i.e. \$x per employee? Specific activities/costs?)

4. Next Step - Suggested a facilitated process to develop Action Team recommendation for EC. Full-day retreat facilitated by Helen Burnstad
Goal: To develop a theory and action recommendation, include budget (not just TAP from VPAA)
5. Note taker – Brenda Phillips will take notes at the next meeting
6. Next Meeting Wednesday, November 14 @ 1:30PM
Prepare for retreat

Action Items/Follow Up Assignments:

- Amy to check with Helen regarding availability for full-day retreat
- Dolores to provide models for budgets/resources for professional development
- Bill, Larry & Sherry will meet to organize agenda for next meeting and retreat

**From Gail's notes:*
Improvement Theory:

Broken	Fix	Action
Fragmented Process	Unify System	
Staff Unaware of Resources	Communicate	
Funding & Outcomes Metrics Missing	Develop Formula, methods rationale	
Complicated Forms/Processes	Simplify & Align	
Not enough Money	Document need	
"Training" connotation	Use common terms like Professional Development, Improvement	
Not enough Money	Incentives, changed Golden Apple process	
Need place & space	CTL to start	
Complicated Systems for accessing \$	Use Business Division model of resources consolidated information	
No head person/leader	Executive Dean position	