

AQIP Professional Development Team Leader Meeting

Date: Thursday, November 16, 2006
Time: 1:30 p.m.
Location: CM 1117P
Attendees: S. Bradish, A. Fugate, M. Goldstein, L. Koehler, B. Reich, S. Robinson,
M. Rueterbusch, K. Schamanek
Absent: G. Ives

1. Ground Rules – The team agreed to adopting a ground rule that states that at least three team leaders must be present at a meeting in order to make a decision.
2. Amy Fugate and Mark Kennedy are our team sponsors. Amy shared some background about her interest in Professional Development and discussed her role as a sponsor. Team decided to include Amy and Mark as “standing invitees” to our monthly meetings and they can attend when possible, and if we have a strong need for them to attend or we wish to have a meeting without them we will notify them.
3. Reviewed meeting notes form 11/16/06.
4. Discussed next steps; team agreed to have a meeting with the entire team in which we would review step one of the seven step quality improvement process and begin to work on step 2. The meeting will include:
 - a. Review of step 1
 - i. Rationale and purpose for the improvement effort
 - ii. Stakeholders, boundaries and resources
 - iii. Team and sponsors
 - iv. Timelines, expectations and protocols
 - b. Begin step 2
 - i. Determine how we can start to define the current situation by talking through the following questions:
 1. Who in the College do we need to survey for information about current professional development activities/processes/budgets?
 2. What format do we want the survey to be in? What format do we want our responses in?
 3. What questions do we want to ask to capture the information we want?
 4. Time - the time we would allot to collecting information about PD – i.e. we want to be about the analysis (step 3) sometime in January-February, so data would be collected during December and January
5. Team decided to send out materials ahead of the meeting for the team to review. Materials distributed would be:
 - a. The Professional Development Action Plan Project Statement
 - b. The improvement model (describing the seven steps)
 - c. Conversation day notes
 - d. Team meeting minutes
6. Discussed using a facilitator to assist with the process. Amy recommended a facilitator that she is using for another initiative who has some experience both with facilitating and with

Professional Development. The team agreed that we may need to use an outside facilitator when we reach steps three and four of the process, and that Larry would facilitate our first meeting.

7. Discussed the additional team members; Steve has a list of who they are and will provide the list to the team.

Action Items:

Steve to email list of additional members to the team.

Larry to prepare for facilitating first meeting.

Kate to find meeting date/time using possible dates we selected.

Kate to compile documents to send out to team before next meeting.

Next Meeting:

Thursday, December 21st at 1:30 p.m. in CM1117P