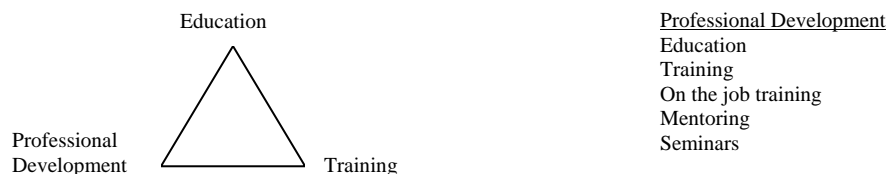


AQIP Professional Development Team Meeting

Date: Tuesday, December 5, 2006
Time: 1:30 p.m.
Location: CM 1020
Attendees: S. Bradish, J. Fillion, A. Fugate, M. Goldstein, L. Koehler, B. Reich, S. Robinson,
M. Rueterbusch, K. Schamanek, T. Travis
Absent: G. Ives

1. Reviewed step 1 of the 7 step process

- a. Reviewed the rationale and purpose of the improvement effort. The purpose is a result of Conversation Day; the comments provided were drilled down to three ideas, one of which is Professional Development. The purpose is best described on the plan description.
- b. Discussed stakeholders, boundaries and resources.
 - i. Who are our stakeholders?
 1. Students
 2. Community – Genessee County (note: can also be attack point in regards to bond \$)
 3. GISD – K – 12
 4. Employees (whole range of levels, from line employees to supervisors)
 5. Student employees
 6. The College and it's reputation; financial impacts of mistakes
 - ii. What are our boundaries?
 1. Within boundaries – talking about all Mott employees; need to discuss part time and temps
 2. Out of boundaries – Board of Trustees
 3. Within boundaries – development related to College work
 4. Recognized boundary – Collective Bargaining Agreements
 5. Out of boundaries – regulatory requirements are not optional
 6. Discussed the differences between education, professional development and training. Put this in the parking lot for later discussion. Two ideas:



- iii. Team and sponsors – didn't discuss; already set up.
- iv. Timelines expectations and protocols
 - 1. Would like to try to have data gathered by end of February
 - 2. Current project description has target completion date of 6/30/08
- 2. Began working on step 2 of the 7 step process
 - a. Who do we need to survey for information about current professional development activities/processes/budgets?
 - i. Academic prof dev office – Sherry Bradish, Bill Reich (CETL)
 - ii. HR records – Kate Schamanek
 - iii. Division offices – Deans
 - iv. Administrative division records
 - v. Perkins – Mike Benner
 - vi. Supervisors
 - vii. Coordinators
 - b. How far back should we go?
 - i. 3 years or as much as available
 - c. How should we collect the data?
 - i. Draft a spreadsheet template
 - ii. Test the template with Health Sciences since they will probably be the most complex
 - iii. Send the template to the rest of the interviewees and then meet with them face to face to interview

Action Items:

- 1. Larry and Kate to develop questions and draft a template
- 2. Larry and Kate to pilot questions/template on Health Sciences division and on the Office of the Physical Plant.
 - After pilot is complete, the team will re-group to review/discuss/revise template and questions.

Next Meeting:

Next standing meeting is scheduled for Thursday, January 18th at 1:30 p.m. in CM 1117P (the conference room by the Continuing Ed offices).