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 – Genesee 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 its 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:

         Professional Development
         Education
         Training
         On the job training
         Mentoring
         Seminars
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).