1. Briefly reviewed the data compiled during the retreat.

2. Discussed the website reviews conducted by team members.
   a. Randy S.
      i. Made the observation that some schools have great sites with a lot of information and some have sites with no information.
      ii. Found that at the larger schools, there is a person/department committed to professional development.
      iii. Indiana U – has a partnership with Purdue.
      iv. Grand Rapids – has a “Learning Academy”, mostly focused on faculty
      v. Kalamazoo – no centralized organization, but belong to a local network; also focused on faculty
      vi. Albion – some centralized, some decentralized
      vii. North Carolina – not much on website, more for faculty
      viii. Cowley – couldn’t access website
      ix. Crowder – talk about having staff and faculty prof dev, but only saw info for faculty
   b. Jennifer M.
      i. Pennsylvania College of Tech – had a professional development catalog (course catalog)
      ii. Turkey Meadows – had events similar to our “Welcome Back”; had online registration; offer different classes each month
      iii. Research shows most information is geared towards faculty and business

3. Discussed readings conducted by team members.
   a. Jennifer did some research on Amazon and didn’t find much. Will do more.
   b. Steve is working on a project for his sabbatical that is about Prof Dev and will have a bibliography done soon that we could use as a resource.

4. Discussed NCSPOD conference
   a. Cost is $1500 per person
   b. Conference may not go due to low enrollment
   c. Amy and Helen talked and think the conference may not suit our current needs, it may be ahead of us. We should probably do visitations first, and then have a workshop similar to that one on site.
5. Discussed potential visitation sites.
   a. Helen will provide us with a list of recommendations, but it’s not ready yet.
   b. Possible locations include Delta, LCC, Dallas, Kansas, NorthWestern, Nova Scotia, Macomb, Turkey Meadows
   c. Assigned teams for visitations:
      i. Delta – Bernie, Randy, Melissa, Jennifer (Dolores S. will make initial contact)
      ii. Lansing – Terry, Sherry, Kate, Larry (Amy’s office will provide a contact name and Kate will coordinate)
      iii. Macomb – Kate, Dolores, Larry, Bill (Amy’s office will provide a contact name and Kate will coordinate)
      iv. Kansas City – Amy, Dolores, Bill, Steve (Amy will coordinate)

6. Discussed structure of team leadership.
   a. Decided to stick with current structure (Larry – facilitator, Kate – note taker, Sherry – coordinator)

7. Other items discussed / discussion points:
   a. Steve is working with AQIP to schedule some facilitator training on site
   b. IS is working on breaking the AQIP website into three parts, one for each project
   c. Randy will create a webpage that we can all edit as a place to gather information

**Next Meeting:**
Tuesday, June 19th from 1:30 p.m. – 3:30 p.m. in CM 1117.