

## AQIP Professional Development Team Meeting

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

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1. Shared best practices from site visits.
  - a. The group that went to Kansas discussed the following:
    - i. Metropolitan Community College (a community college district encompasses several schools)
      1. Nice new orientation booklet
      2. Coordinated through district for 5 campuses
      3. Do a big “welcome back” type thing with more going on than us.
      4. Recognition done at front of semester.
      5. Have contractual in service days.
    - ii. Cowley College
      1. Prof Dev was also an AQIP project
      2. In beginning stages; have 1 full time person
    - iii. Johnson County Community College
      1. Started 20 years ago and grew; highly developed
      2. Have a Director, a Tech Training person, a Faculty Training person, a Staff Training person, and a Secretary
      3. Have an on line Individual Development plan.
    - iv. Discussion points:
      1. Common theme with these three: a concern with how to get staff involved. Awards and recognition is a focus. Have buy-in from the top. Think about how to get people excited so they want to participate. All have a brochure for staff development opportunities. All had a professional development office and a team of people working together, all in one location. Departments varied in size.
      2. Idea of a Consortium of Colleges – a group in a region that shares professional development opportunities. Example: Supervisor training program.
      3. New Adjunct Certification Program – a new trend in terms of quality teaching.
      4. Individual Development Plan – on line format; real time; put information like your degrees in it. Can keep 2 versions, one for self and one to share with others. Similar to a Blackboard type program for your professional life – put research, certifications, etc. on it. It is searchable. Can build a recognition plan into it; helps you create your personal business portfolio.
      5. Employee recognition is housed with professional development in several institutions.
      6. Discussed Chester D. Smith award and Mark Kennedy expressed that a group would be looking at that award and making a

recommendation regarding recognition at Mott. This group decided not to get involved in that effort at this time.

7. Kansas schools were teams that worked well together. Many were long term projects.
  8. There was accountability when names were used in association with tasks instead of using "the committee."
  9. Idea of using annual themes to bring the campus together.
  10. Amy has information from Nova Scotia Community College to share.
  11. Other ideas: 1) on line registration, 2) use resource of our own people who attended conferences to share the information; we currently have no central database for others to know who attended what so that the knowledge can be utilized.
- b. Sherry Bradish attended LaGuardia Community College
    - i. Talked to the Center for Teaching and Learning for Faculty. They have chosen to look at more intensive opportunities rather than quick/short training topics.
    - ii. That Department has a Dean who reports to a Provost.
    - iii. Works with ePortfolio (a student portfolio system), so merged with Student Support Services.
    - iv. Did not have a combined Faculty/Staff professional development system.
  - c. Macomb Community College
    - i. No Staff Development person in place; position has been vacant for a while; recommended delaying visit. The team decided not to pursue.
  - d. Delta College
    - i. A team is attending on 8/7/07
  - e. Lansing Community College
    - i. A team is attending on 8/21
2. Update on the webpage
    - a. Gail sent out an email about the content. Randy to ensure we received it and to forward it if we didn't.

**Action Items:**

- Teams to complete visitation.
- Amy to compile materials collected in Kansas and hold in her office for review.

**Next Meeting:**

August 22<sup>nd</sup> at 1:30 p.m.

September 18<sup>th</sup> at 1:30 p.m.