# AQIP Professional Development Team Meeting

Date: Wednesday, September 12, 2007
Time: 1:30 p.m.
Location: CM 1117
Attendees: C. Croffe, A. Fugate, M. Kennedy, L. Koehler, B. Reich, K. Schamanek, S. Bradish, B. Phillips, S. Robinson, D. Sharpe, R. Schapel, T. Travis
Absent: B. Cunningham, J. Fillion, J. McDonald, M. Goldstein, G. Ives, M. Rueterbusch,

1. Update from Kate Schamanek regarding role on committee. Kate is going part time, so Brenda Phillips will replace her as the HR Rep on the committee.

2. Reviewed information from site visits.
    a. Delta College (Randy, Bernie)
        i. Discussion Points:
            1. Very open door format
            2. Offer lots of different types of opportunities
            3. Also did personal development type seminars
            4. Encourage work as teams; get different view points on subject matter (ex: tech view, faculty view, student view)
            5. Mostly all internally generated
            6. Brought together in one format
            7. Called Center for Organizational Success; housed in Academics
            8. Walking teams/events
            9. Personal notes sent – thank you's for attending or hosting
            10. Monthly schedule of events distributed
            11. One big even in the fall, similar to our Welcome Back
            12. Go after presenter's aggressively; approach and ask them to hold a session; get permission from supervisors; lots of support; all volunteer, nothing is paid
            13. Department has 2 people, going through changes now. Two paid positions, 1 Director, 1 Secretarial Support. Staffed with faculty reassign time (to run classes and for skill sets). Started with no paid positions and has grown.
            14. Didn't see any external resources being used. Specialized training not focus of this center.
            15. Discussed idea of partnering with other colleges to do specialized training share costs.
            16. Think they handle mandatory training in conjunction with HR. Acted as coordinator, not as owner of mandatory training subject.
            17. Do some on-line training. We could use Blackboard.
            18. Discussed using as a way to build community.
            19. Mark shared that in bargaining they are talking about new benefit plans with a focus on wellness and health. Can see that being a focus of training/seminars.
    b. Lansing Community College (Sherry, Terry, Kate)
        i. Discussion Points:
            1. Have new software with individual improvement plans

2. Have lots of on-line training
3. Have 6 mandatory trainings for all employees
4. Separate office for staff and faculty, but looks like they will be combining eventually
5. Discussed some pros and cons of on line training:
    a. Missing face to face discussion
    b. Trend towards hybrid classes (part on line, part in person)
6. Had a mix of training delivery, some internal some external

3. General discussion about best practices & ideas for our model
    a. Possible change of focus from the group – some things will remain handled by each department
    b. Don't have to do it all, can do pieces
    c. Now we have no place to record what you've done to improve; this would be one general place to record it all
    d. Still general feeling from committee that there should be one central clearing house for coordination
    e. Centralized clearinghouse should act as a recorder and stimulator for activities; gather data on external training/resources
    f. Need top down support/encouragement
    g. Benefit to leaving budget dollars spread out in each division; don't pool a ton of money in one place
    h. Provide resources on where the employee can get the funds for training. Should be able to help with the process on how to get money.
    i. Report as a problem in the proposal the barriers to accessing funds
    j. Either simplify system or bundle information better to make it easier for employees
    k. Survey employees – has not been done with staff; faculty has been surveyed.
    l. Coaching and Development process has a component for development.

4. Reviewed Action Project Update
    a. Minor revisions:
        i. Remove "compile 3 year history"
        ii. Last bullet on # 5 – consensus to strike
        iii. Remove "i.e." in the 4th bullet on #5
        iv. #1 – 4th bullet, add "attempted to"

5. Next steps
    a. Discussion on details of proposal
    b. Go back and look at original charge
    c. Create proposal to take to EC

6. Schedule for Fall
    a. Discussed next two meeting dates

**Action Items:**

**Next Meetings:**
Wednesday, October 17th at 1:30 p.m.
Wednesday, November 14th at 1:30 p.m.