Division of Student Affairs
Professional Development Committee
Minutes- Wednesday, April 8, 2015

Attendees: Walter Diaz, Chris Ambrosio, Karen Mason, Jackie Nelson, Amelinda Vazquez, Julie Alexander, Cliff Marrett, Bryce Crapser

Absent: Casey Kensey

1. Volunteer for Minutes: Bryce

2. Approval of minutes from 02/11/15 – Ami (motion), Cliff (2nd), all in favor

3. Professional Development Annual Report Feedback – WD will make changes
   a. WD – plan to use this template for future reports, once the current 2013-14 draft is finalized, the 2014-15 annual report will be completed (likely by August 2015)
   b. Julie – numbers are only as good as the response rate – hope to encourage higher response rates from student affairs staff. Reiterate that any PD opportunity needs to be accounted for
   c. Ami – too much white space, consider condensing graphs to 2 per page
   d. WD – thoughts about the color scheme – possibly using white text in the chart graphics
      i. Bryce’s name misspelled (Casper, should read Crapser)
   e. Jackie and Karen – typos (“extent” not “extend,” consistency with capitalization)
   f. Ami – foot note in introduction (consider placement or remove altogether – WD to decide)

4. Updates
   a. University Professional Development Committee
      i. Will be sending a needs assessment to university similar to the SA PD needs assessment distributed in Fall 2014
      ii. Chris will assist with getting WD access to Select Survey via Kevin Gill
   b. PD Website – Chris
      i. Up to date with February minutes posted
      ii. Ami – the site is difficult to find – WD could it be moved to the Student Affairs page? Chris will follow up
   c. Reviews of TAs – Julie and Ami
      i. Many SA staff attended NASPA conference
      ii. Julie and WD has sent follow-up emails

5. Professional Development Allocations/ Balance
   a. The budget is frozen for the remainder of the academic year due to the current fiscal challenges in the state budget
   b. Remaining budget will pay for Food for Thought session on April 15th
6. Mentoring Program for New Staff – Ami & Casey
   a. Ami provided drafts of the proposed mentorship schedule, informational pamphlet, application materials, and goal worksheet for the committee’s review and feedback
   b. Committee members were given until April 22nd to submit their feedback to Ami and/or Casey
   c. Three current searches: OAS Coordinator, Counselor, and Director of CAPS could provide new employees for the program – OAS and Counselor searches tentatively ending in May/June

7. Sub Committee reports:
   a. Professional Development Offerings- Cliff and Bryce
      i. “Food for Thought” on April 15th – Stress Management, 12-2, Hurley
         1. Room (President’s Dining room), food, attendance is all set (20 currently on the roster)
   b. Retreat – no report; retreat cancelled this year due to budgetary concerns. WD expressed his thanks for the committee’s work

8. FERPA Training feedback
   a. Overall, good feedback – attendees found the materials helpful
   b. Contact Angelo Simioni for copies of the Power Point presentation and other materials

9. Announcements:
   a. Stacey Close cancelled the Diversity Training – due to budgetary concerns
   b. Safe Zone Training – 4/8 (given by Steve Taylor)
   c. Nicholas Simon would like to do a talk addressing his retention study – WD asked if he could do so in May, but the committee did not seem supportive. Plan to revisit in future meetings.
   d. WD – plans to revisit the goals/objectives before next meeting

10. Next Meeting – Over the summer or TBD

Minutes submitted by: Bryce Crapser