Division of Student Affairs
Professional Development Committee Meeting Minutes
Tuesday, February 25, 2014

Absent/Excused: Julie Alexander

1. Minute/Note Taker- Casey Bandarra

2. Vazquez motions to accept minutes from Thursday, Dec. 17, 2013; 2nd by Rossitto

3. Funding Request & Balance
   a. 7 staff members requested and received funds
   b. Balance is $3,472.06
   c. Budgets will be tight next year which may affect availability of funding
   d. If you apply and receive funding through the committee, you cannot reapply for funding in the same fiscal year.

4. Survey Reminder for Professional Development- sent out by Karen
   a. ACTION ITEM: Karen emailed the division a few weeks ago, but will send out a follow up email

5. January Retreat- Survey responses/feedback
   a. Low participation rate- link to assessment was stuck in many staff members’ junk email folders. Walter will discuss this issue at the next Assessment Committee meeting.
   b. ACTION ITEM: Casey will send Walter a copy of the assessment from Campus Labs

6. Upcoming Professional Development Webinar
   a. 1st webinar will be on Friday, 2/28. 7 people from the division rsvp
   b. ACTION ITEM: Karen will send out a reminder email

7. Updates:
   a. University Professional Development Committee
      i. No survey or work has come out of this committee so far
   b. Website
      i. Chris has looked at the University of Alabama, Northwestern and CUNY for ideas for the Student Affairs professional development website. Chris and Walter also discussed components of the web page
      ii. ACTION ITEM: Chris will email the committee links to all of the above listed schools’ professional development sites. The committee will then give Chris feedback.
      iii. Target date of completing the site- March 30th.
   c. Survey results
      i. There has been a steady stream of staff members submitting professional development surveys.
ii. ACTION ITEM: Amelinda and Julie will connect with any member of the division who has filled out a TA and received funds for a professional development opportunity.

d. Calendar of Events
   i. PJ invited the division to join the professional development outlook calendar. Division members can add their own professional development opportunities offered by their offices onto the calendar.
   ii. PJ will work with Fawng Li to see if his name can be removed from the title of the calendar.

e. Social Event
   i. Tabled for now

f. Coordination and Dissemination of Professional Development Opportunities
   i. See (d.) above

g. Year End Retreat
   i. For future, consider only having a summer retreat, not an additional winter retreat
   ii. Sub-committee will plan the 2014 summer retreat and will present a tentative schedule, budget and topics to Ken Bedini and Walter.
   iii. The sub-committee will email the division to collect ideas on possible topics and activities

h. Review of TA’s
   i. See (c.) above

i. School Spirit Initiative
   i. Tabled for now

j. Division Student Affairs Operating Plans and Professional Development Initiative
   i. How do the goals the Unit heads are submitting tie into the themes they are selecting? How can the Unit Heads show us how they are connecting to the themes.

k. Safe Zone Training
   i. The entire Pro. Development committee should attend.
   ii. Carrie will be designing a logo to identify safe zone areas.

l. Listing of Offerings by Committee- Volunteer
   i. Committee will not be looking for someone to monitor what is being offered since we have the outlook calendar.

m. Next Meeting- March 25th, 10am