Division of Student Affairs
Professional Development Committee
Agenda
Thursday, November 14, 2013

Attendance: Walter Diaz, Cliff Marrett, Chris Ambrosio, Amelinda Vasquez, Karen Mason, P.J. Rositto, Jackie Nelson, Julie Alexander, Bryce Crapser

Absent: Ricky Barrett

1. Note/Minute Taker – Bryce

2. Approval of minutes from Friday, October 18, 2013
   a. Motion to approve: Cliff; Chris, second

3. Updates:
   a. Walter asked to serve on University Professional Development Committee by Dr. Close
      i. Dr. Close is in the process of identifying members: Walter sent Student Affairs Committee names

   b. Statement of purpose (no feedback).
      i. Motion to approve: Amelinda; Julie, second

   c. Professional Development forms - finalized for Professional Development-email to go out to staff; thanks for feedback from committee members and to Cliff for taking the lead
      i. Form will be presented at the next Student Affairs Senior Staff Meeting
      ii. Chris initiated discussion regarding offering Professional Development to Graduate interns, University Assistants, Part-time staff, etc…
      iii. Amelinda suggested PD is offered to UAs and part-time staff (not graduate students) – the committee agreed to tentatively only offer to UAs, and part-time staff

   d. Website - Chris
      i. Walter: Committee will review PD forms electronically unless forms are submitted in conjunction with a PDC meeting
      ii. University Relations is training staff on Word press
      iii. Irene Cretella has received training – as soon as IT reviews the website, Chris will begin sending content to get published
      iv. ACTION ITEM: Committee asked to review Student Affairs websites and email appropriate and useful components to Chris

   e. Professional Development Survey results – Chris
      i. 3-4 more responses when Karen re-sent the survey – still seems that people are engaging in more professional development than is being reported
      ii. Walter will address this at the Student Affairs Senior Staff meeting

   f. January Retreat update-subcommittee report – Amelinda, Chris, PJ, Julie
      i. Looking at January 6th or 9th for the retreat
      ii. Guest Speaker: Dr. Switchenko
iii. Looking into active shooter training (waiting on response from PD)
iv. Julie is looking into getting t-shirts (1st 30 or 40 people?)
v. Tentatively decided on January 6th (check with housing)
   1. Develop itinerary and Walter will present to Ken

g. Calendar of events/menu of offerings -subcommittee report – Cliff, Bryce, Ricky
   i. Met to discuss PD options – identified 4 potential dates to offer PD opportunities
      1. December 6th, February 28th, March 23rd, June 20th (Fridays)
      a. Walter – launch 1st offering in February; 3 dates 2nd semester
      b. PDC will pay for webinars

h. Social event brainstorming
   i. Part of January retreat?
      1. Social event 3-5 at the Café
   ii. Discussed the possibility of coordinating with women’s basketball game on Jan. 8th at 6pm
      1. Ideas: Tailgating, Family night (t-shirts and face painting for kids), working with concessions to provide food, ordering pizza from Papa Ginos,
         a. Retreat subcommittee will follow up

i. Coordination and dissemination of professional development opportunities
   i. PJ Will follow up with Fang Li to share Professional Development calendar

j. Revisit accolades/superlatives for retreat
   i. Table this conversation for the spring – the subcommittee will address awards/superlatives

k. Peter Lake
   i. Committee agreed to explore bringing him to campus as part of the spring retreat in May
      1. Speaker on Law and Higher Ed
   ii. Possibly open the session to staff outside of the division

4. Action Item(s)
   a. ACTION ITEM: Volunteer to review TAs for professional development and follow-up to complete surveys; checks and balance; accountability
      i. Amelinda and Julie
   b. ACTION ITEM: Committee asked to review Student Affairs websites and email appropriate and useful components to Chris to include in ECSU PD website
   c. ACTION ITEM: Retreat subcommittee to:
      i. Create January retreat itinerary to submit to Walter who will present to Ken
      ii. Follow up about winter social event
   d. ACTION ITEM: Follow up with Fang Li about creating and sharing PD Calendar
      i. PJ
   e. ACTION ITEM: Looking into ways to increase school spirit
      i. Amelinda and Cliff
      ii. Walter will run this by Ken
5. Other business
   a. Cliff asked the committee how we could increase school spirit
      i. Discussion included:
         1. How this could be tied into student engagement
         2. Wearing Eastern Clothing on Fridays?
         3. Possibly Connect with a charity - $5 Jean day
         4. Amelinda – Part of Dean’s Cup fundraiser
         5. PJ – connect with athletics?
         6. Amelinda will contact the book store about discounts on Eastern CT clothing items for the division
      ii. Walter will run this by Ken

6. Next Meeting: December 17th at 2:00 p.m. in Gelsi-Young room 322.