Division of Student Affairs
Professional Development Committee
Meeting Minutes
Thursday, April 24, 2014

Attendance: Julie Alexander, Chris Ambrosio, Ricardo Barrett, Bryce Crapser, Walter Diaz, Karen Mason, Jackie Nelson, PJ Rossitto

Absent: Casey Bandarra, Cliff Marrett, Amelinda Vazquez

1. Minute/Note Taker – Karen

2. Approval of minutes from Tuesday, March 25, 2014
   ● Motion to approve: Jackie; Julie seconded

3. Funding Request Updates:
   ● Karen confirmed that no funds have been approved since the last meeting. There will be no more proposals for this academic year.

4. Survey Reminder for Professional Development
   ● Karen will send email reminders on the first of every month.

5. Professional Development Webinar on March 28th
   ● Six people attended this webinar on school spirit; it was thought to be informative. The last webinar of the series, Introduction to Using Developmental Theory in Student Affairs Practice, will take place on June 20th. Only two people have responded that they will attend. Karen will send other reminders before the webinar date.

6. Soft Skills Pros – Vendor Assessment
   ● Cliff was at a search committee meeting and will update us at our next meeting.

7. Updates
   ● January Retreat Survey Results – Walter provided a handout of the results of the assessment from the January retreat. He also emailed the results to us on April 15th. Please let Karen know if you need another electronic copy.
   ● Update from University Professional Development Committee – no action.
   ● Website – Chris confirmed that the target date was March 30th but it is slow going and more difficult than expected. Chris is working with Mike Palumbo and hopes to have something to roll out next week.
   ● Survey Results – There have been 55 entries to date. People are beginning to get used to using the survey.
   ● Outlook Calendar for Professional Development Opportunities – P.J. said that the calendar is up to date. Karen will send out another reminder to download the calendar during the first week in May.
   ● Review of TA for Professional Development & Survey Follow Up – Julie and Amelinda have been splitting the travel authorizations for review. Most people have responded to verify their travel. Julie and Amelinda will let Walter know of those who have not responded.
• **Banner Training on Friday, April 25th**— Nine people have registered. P.J. is making notes for handouts and working with Ann Marie Berube to be sure that everyone’s accounts are active and have the correct privileges. The training will last one hour and be facilitated by Angela Bazin and Sonya Alicea. Everyone attending should complete the professional development survey.

• **Year End Retreat Update** – P.J. handed out the working document from the retreat subcommittee meeting that was held on April 23rd. The LGTBQ session is 90% confirmed and Mercy Arias is on board to present QPR Training on May 20th. Day 2 of the retreat is still up in the air because we are waiting for a response from the bike building company. We are hoping that they will come down enough in price because everyone is in favor of using this as the team building exercise. Once this has been ironed out we will be able to finalize the menu.

8. **Summer Meetings**
   - We will not take the summer off in order to keep our momentum. Karen will send meetings requests for upcoming meetings.

9. **Goals and Objectives for 2014-2015**
   - Walter wants to establish specific goals and objectives for this committee. He would like to assign people or a subcommittee to take the lead on goals. Ricky mentioned doing the equivalent of a TED talk, possibly at a future retreat as a way to motivate the division without spending money to do it.

10. **Announcements**
    - Walter is hosting a luncheon on May 5th as a thank you to his three committees for the work that has taken place during the past year.

11. **Other business**
    - None

12. **Next Meeting:** Monday, June 16th at 10:00 a.m. in Gelsi-Young, room 322.