

Professional Growth Committee

Minutes

Tuesday, February 24, 2015

3:15 – 4:45 p.m.

PCR

Present: Mary-Jo Apigo, Adrienne Foster, Katy Kelley, Kimberly Manner, Manish Patel, Bob Sprague

1. Approval of Agenda
2. Approval of the December 16, 2014 Minutes
3. Continuing Business
 - a. Administrative/Technical Support for Conference Travel and Tuition Reimbursement
B. Sprague is following up on this with President Abu-Ghazaleh.
 - b. Timeline/Feasibility of Creating an Online Tuition Reimbursement Application (M. Patel)
Look at creating a Google form.
Google groups, mass emails, researching, attaching files (which would have to be manually attached to the form) vs. creating a template
PDF software that SLOs use to attach file—Adobe form builder
Discussed advantages and disadvantages of Adobe forms vs. Google forms
IT has CS5 Manish will talk to Nick Dang to get the software
Will roll out before August
 - c. Establishment of a Professional Learning Committee and a Conference Travel Workgroup
There has not been a lot of interest in a separate conference travel workgroup. B. Sprague recommended folding all three groups (Professional Growth, Professional Learning, and Conference Travel Workgroup) into one group that meets monthly. The Professional Learning Committee would be the umbrella committee for all the groups and would include faculty, staff, and administrators. In months where tuition requests need to be considered, the Professional Growth Committee can meet after the Professional Learning Committee.
4. New Business
 - a. The committee brainstormed visions and strategies for professional learning based on college goals.
 - b. The committee also discussed ways to incorporate online collaboration into Professional Learning, including updating Kentico from within meetings as a way to communicate outward.
5. Meeting adjourned at 4:35 p.m.