

YCSA TRAINING AND PROFESSIONAL DEVELOPMENT MEETING

July 10, 2019

Dunnigan, Charlotte <Charlotte.Dunnigan@yc.edu>; Helm-Correa, Alexandra <Alexandra.Helm@yc.edu>; Hersh, Jane <Jane.Hersh@yc.edu>; Schlegel, Lisa <Lisa.Schlegel@yc.edu>; Wrublik, Sureka <Sureka.Wrublik@yc.edu>

Rob Ferguson – absent

Lisa Schegal left meeting at 4 PM

Documents provided at the meeting:

- Current Faculty Pro Gro Application
- Current Faculty Pro Gro Policy
- Info from Foundation on possible funding access
- *Former Funding Request for Diversity Projects
- *Former policy and procedures for Diversity Project Funding
- Former YCSA Professional Development Fund Application
- Former YCSA Professional Development Activity Post-Evaluation

MEETING NOTES

- Share thoughts and perspectives on Professional Development software demo from Tuesday, July 9th.
 - View a module if time allows.
 - **Gather feedback into a summary report for HR consideration. Viewed a 5 mins. Emergency Preparedness module and part of a FERPA for Higher Education module.**
TO DO - COMMITTEE: Use Jane's sign-on and meet with the group to take a closer look at the Neo LMS system – or – Jane will share sign-on. Will advise if we need to Zoom.
 - **If Committee gets access to NeoGov signon, each member to send 2 sentences and fold them into a short report to Emily W.**
 - **Deadline for feedback is EOB 7/22**
- Discuss plans for informal/brief survey on PD needs planned for Convocation Day

- **What do we want to ask our members?**
- **FULL DAY OR HALF DAY OR 2 DAYS?**
ACTION: Lisa will scan and share the Professional Development Day schedule to help developing ideas to add to the survey
TO DO - COMMITTEE: Send the topics you want to include, and we can rate the topics (GENERAL INTEREST AS WELL AS WHAT COULD BE INCLUDED AS A CONFERENCE? SEND BY EOB MONDAY 7/15 to Jane and Alex.
- **Add to agenda for 7/17 to finalize topics for the survey (if Jane cannot share the NeoGov link to LMS) or provide information by EOB 7/22.**
- **What mechanism methods do we want use for survey?**
 - **Vote via special app VIA CATEGORIES?**
 - **Can you add items on the fly or does it have to be prescribed? Not viable for right now.**
 - **DECISION - Paper survey with prescribed topics and allow for additional thoughts**
 - **Hold a drawing for those who complete survey**
 - **Harkins Gift Card?**
 - **Jane to ask Lisa S. to look into it.**
- **Plan next steps to develop a budget proposal for 2020-2021**
 - **TO DO – JANE Look at the data and look at the gaps**
 - **Deadline – about a month (no specific date set)**
 - **TO DO – JANE Ask Clint if he wants the same information in his email of 12/18/18 or different at this time. Then, try to obtain the data necessary to design the proposal.**
 - **Then we will assign further tasks.**
 - **TO DO – JANE Writing proposal and rational when ready with data, etc.**

- Review sample policies, procedures, and forms to develop a new and improved PD Funding Request P & P going forward
 - ***TO DO – COMMITTEE: Identify what is good (keep or discard) about the documents and make comments. Mark up if you want and send to Jane and Alex.***
 - **Deadline: in about two months (No date set).**
 - **Then, assign the next deadline with an outline of the process for the allocation of tasks.**
 - ***TO DO - JANE: Find out from Jenny Jacobson if they are making any changes to the pro gro form or policy.***

- Schedule next meeting
 - **TO DO – ALEX Schedule placeholder 7/22 meeting if Jane can't share the NeoGov LMS link.**
 - **TO DO – ALEX Schedule a meeting to finalize plans for YCSA convocation - 8/6 at 3 PM (Location to be confirmed; Zoom available)**