

**Professional Development Implementation and Oversight Team (PDT)**  
**Minutes for the Meeting on October 3<sup>rd</sup>, 2008**  
**East Campus 3-113 2:30-4:30 pm**

- Meeting started at 2:35pm
- Thank you to all who participated in the information sessions and working sessions that have been held. Each campus had members of the PDT from that campus at the sessions who could explain and advocate the PD plan. Thank you for taking time out of your schedules to participate in the sessions.
- Floor was opened for comments on the sessions. General comments included ...
  - Many faculty still are at the information stage with only a few who were ready to enter their plan in the computer.
  - Thanks to Angelique's team for participating and taking them to the computer labs to enter their plan for those who were ready.
  - We have not hit saturation since we are still getting new faculty members.
  - It was estimated that we had 34 faculty for this round of working sessions.
  - It was recommended an email come from the faculty council recommending faculty log their plan with deans quickly. (This suggestion will be emailed to Michael. If he does not then the team will send a reminder before Thanksgiving to faculty.)
  - Ask Pat to speak with library directors about being trained in the online tool.
- Faculty Council (FC) update from meeting with FC president
  - Sent his congratulations on the hard work the team has done.
  - Impressed with the scope and depth of the PD website
  - Foresees no "big" changes this year as everyone is still working out the kinks in the delivery of the existing plan and online reporting tool.
- Allison demonstrated the changes to the PD online tool and answered questions
- Timeline presented (see attachment) of tasks left. Comments included...
  - Survey should be drafted in spring and not given to faculty until after the end of the first cycle.
  - Oscar has volunteered to act as one cofacilitator
  - Michael has requested we come for no more than 10 minutes at FC for changing of guards and answer any final questions FC has about the plan
- Looked at the Assessment Plan on the website and determined we should use it to generate our objectives for the survey to faculty on the implementation of the PD plan. It was also suggested we ask faculty council if they have any recommendations for the survey.
- It was recommended we use the "gotomeeting" software we used in the brainstorming sessions for members to meet virtually for meetings. We will open that for the rest of the meetings.
- Ended at 4 pm