

Professional Development Implementation and Oversight Team (PDT)
Minutes for the Meeting on October 1, 2007
East Campus, 3-113

Team Members Present: Helen Clarke, Marilyn Curall, Wendi Dew, Aida Diaz, Mary Ann Gagen, Erich Heintzelman, Michelle McArdle, Elizabeth Morrison, Brent Nakagama, Pat Nellis, Pedro Rivera, Pam Sandy, Allison Sloan, Silvia Zapico

Note: Meeting was changed from 2:30-4:30 to 3:30 to 4:30 due to information sessions being conducted on East Campus about the Professional Development Plan.

- Meeting began 3:25pm
- An email was sent a week prior updating members of the events occurring within the month. No one had questions regarding the email or documents sent containing the topics:
 1. Regarding the President's email, we will be implementing the "stretch plan" discussed at the last meeting.
 2. The website was updated.
 3. Due to the First Round of PD being stretched over two years, the online program will be used by all faculty. The beta test will be run with those who submit their form early.
 4. The original PD Plan form has been renamed and converted to a PD Plan worksheet. This worksheet can be used by faculty to plan their activities before discussing with their dean and completing the online portion. (see attached document).
 5. We are holding information sessions for faculty on the PD Plan. The sessions will be 20 minutes long to ONLY give a brief introduction to the plan.
 - Mon Oct 1st East Campus (1-1:20, 1:30-1:50, 2-2:20, 2:30-2:50) room 5-112
 - Tues Oct 2nd West Campus (2-2:20, 2:30-2:50, 3-3:20, 3:30-3:50) room?
 - Wed Oct 3rd Osceola Campus (1-1:20, 1:30-1:50, 2-2:20, 2:30-2:50) room ?
 - Thurs Oct 4th Winter Park Campus (2-2:20, 2:30-2:50) room?
 6. On Learning Day, we will be holding two sessions (9-10:15 and 1:30-2:45) to discuss faculty's PD Plan worksheets in greater detail than the information session at the beginning of October.
- A discussion ensued about the review process. The draft was sent to Faculty Council, IAC, and the college lawyer. We received information back regarding college procedure and PDT solicited suggestions from members in order to forward the information on to Faculty Council were a final decision in regards to the review process will be handled.
- Meeting adjourned at 4:40 pm.