



**PROFESSIONAL DEVELOPMENT
ADVISORY BOARD MEETING**
March 10, 2009

MEETING TYPE: PD Advisory Board

Date: Tuesday, March 10, 2009
Starting Time: 9:30 a.m.
Ending Time: 10:30 a.m.
Place: AA-109

CHAIR: Martin Japtok

MEMBERS PRESENT: Janice Schultz, Patrick O'Brien, Byung Kang, Steve McDonald, Chris Lowry

ABSENT Rand Green, Chuong Nguyen

RECORDER: Terri Wallace

- PD Coordinator, Martin Japtok, called the meeting to order at 9:30am.
- Approval of Minutes from February 10, 2009 after changes.
- Discussed service points being included in the PFF faculty contract and will follow the process to having them added. Also discussed adding service points for discipline coordinators and it was agreed to list "Discipline Coordinator" to the committee service point list earning 1 service point per semester.
- There was much discussion regarding the Annual Needs Assessment Survey and the possibility of shortening the survey for increased participation. We also discussed who should coordinate the survey results; PD Office via Survey Monkey or Research and Development since it's an institutional assessment. We could give one hour of PD for participating in the survey. Martin may discuss with Berta which survey avenue she prefers since the survey may include Basic Skills and HSI.
- Martin will send Patrick O'Brien (Committee on Committees) a memo to remove Nicholas Rand Greene from the PD Advisory Board due to lack of meeting participation.

The Meeting was adjourned at 10:30am.

Next Meeting – Tuesday, April 14, 2009 (2nd Tuesday of the Month)
9:30am 10:30 am in Room AA-109