



**PROFESSIONAL DEVELOPMENT
ADVISORY BOARD MEETING**
May 12, 2009

MEETING TYPE: PD Advisory Board

Date: Tuesday, May 12, 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, Chuong Nguyen, Chris Lowry

ABSENT

RECORDER: Terri Wallace

- PD Coordinator, Martin Japtok, called the meeting to order at 9:30am.
- Approval of Minutes from April 14, 2009
- Committee reviewed draft list of Fall 2009 PD activities and discussed the fall plenaries. Learning Outcomes and Basic Skills updates will host a workshop session along with the routine workshops at the Part-Time Plenary. The Full-Time Plenary will have four different Student Learning Outcomes workshop sessions to choose from between 10:00am – 12:00pm.
- The Needs Assessment Survey totals were reported we discussed the various comments. Using Survey Monkey for the annual survey was a success especially because the survey was shortened and faculty could earn an hour of PD for completing the survey.
- As of early May only 177 Full-time Faculty have submitted completed contracts. Martin will report to John Tortarolo the names of faculty that do not complete their contracts by May 15th.
- Meeting adjourned at 10:20am

**Next Meeting – Tuesday, September 8, 2009 (2nd Tuesday of the Month)
9:30am 10:30 am in Room AA-109**