



Meeting Minutes

September 20, 2012

Brockmann Conference Room

3:00pm

Type of Meeting: Professional Development Meeting

Chair: Lanny Wilke

Co-Chair: Tracey Jette

Minutes: Debra Bradley

Invitees: Fred Smiley; Lanny Wilke; Linda Osterman; Mark Seiffert; Tracey Jette; Rosalyn Templeton

Present: Fred Smiley; Linda Osterman; Mark Seiffert; Tracey Jette

- I. Call to order at 3:02pm**
- II. Approval of minutes for**
  - a. 04/25/12
  - b. 09/06/12
    - i. Approved
- III. Funding Requests**
  - a. Stacey Dolezal
    - i. Tabled until more information was gathered
  - b. Ligia Arango
    - i. No vote from Tracey as she is the Chair for that department
      1. Approved for full funding
  - c. Jennifer Henderson
    - i. No vote from Tracey as she is the Chair for that department
      1. Approved for full funding
  - d. Cindy Small
    - i. Approved for full funding
  - e. Nicki Branden
    - i. Approved for full funding
- IV. Old Forms vs. New Forms**

- a. Tracey thought that two sentences were to be dropped since the committee was going to fund 100%.
- b. New form to state:
  - i. Applicant
  - ii. Name of Professional Development opportunity
  - iii. Location (City & State) and Dates
  - iv. Brief Description of training or learning opportunity (attach a copy of the program or agenda)
  - v. How will this opportunity benefit you?
  - vi. How will the opportunity fulfill MSU-Northern's Mission and Core Themes?
  - vii. If funds are granted to you, it will be an expectation to take what you have learned and present to:
  - viii. Cost of the training or learning opportunity
    - ix. Amount Requested
    - x. Applicant Name
    - xi. Dean/Chair
    - xii. Committee Chair
    - xiii. Provost/Vice Chancellor
    - xiv. For Committee Use
      - 1. Date received
      - 2. Approved yes or no
      - 3. Amount approved
      - 4. Denial reason
  - xv. New form approved by committee members

**V. Calendar for Professional Development**

- a. Fred talked with Marianne – she is happy to help
- b. Debra to talk with Marianne about calendar and how she would like our information presented to her for the online calendar
- c. Magna Carte' subscription is needed
- d. SkillPath should have a link to them
  - i. "These are opportunities that might be an interest to you" on the side of the calendar
- e. All committee members to send Debra information that can be added to the calendar
- f. Send Maryanne information only once a month – cut and paste would be easy to do

**VI. Next Meeting will be October 4, 2012 at 3:00pm**

**VII. Meeting adjourned at 4:00pm**