

Final Report of the Professional Development Committee 2011-2012

Respectfully submitted to the Administrative Senate on June 4 2012

By the members of the committee:

Membership 2011-2012

Tim Fitzgibbon, Chair

Stephanie Walden-Schwake, Vice Chair

Andrea Gentry

Phil Parker

Ginger Ramsden

The Professional Development Committee responded to the following charges during the 2011-2012 academic year.

Recommend promotion steps, assist in developing training for administrative staff including fall and spring meeting activities, and develop formal award and recognition programs for administrative staff. This committee addresses efforts to provide and encourage professional growth and development of administrators. In particular, the committee shall review, study, and recommend Senate action in regard to such matters as professional leave, continuing education, and recognition of professional achievement.

1. Developed two rounds of breakout sessions for the Spring 2012 University Meeting held on January 4, 2012. While attendance was open to all, these sessions were designed specifically for University administrators.

HOW TO PROTECT YOUR COMPUTER ONLINE

The focus will be on antivirus programs and steps on how to recover from an infection that gets by your antivirus program. Time will also be allowed for general questions regarding the Windows program.

Presented by: Larry Back, Academic Services Analyst, Information Technology

UNIVERSITY MARKETING AND COMMUNICATIONS

This session will provide an update on the marketing and communications efforts of the University.

Presented by: Todd Wilson, Assistant Vice President for Marketing & Communications

STRATEGIC PLAN PROGRESS: GOAL OF BECOMING A 24/7 CAMPUS

Are you curious about what is happening with the 24/7 strategic goal or have some ideas? Then this is the session for you. The committee will update you on what has been implemented over the past year and share new ideas being considered. We also want to hear from you. What you think is needed to reach this goal and what you hear students are saying about programs and services on campus.

Presented by: Carmen Stoen, Director, Student Development Programs

GET INVOLVED WITH OUTREACH & ENGAGEMENT

We can almost guarantee there's a lot you don't know about Outreach & Engagement. This session is a painless way to find out about opportunities of all sorts: taking classes, teaching classes, working with the Centers for Human Resource Development and Applied Research, professional help in organizing a conference for academic or community groups, and what the heck goes on at Innovation Pointe anyway. All this and more will be revealed at this session!

Presented by: Linda Cleek, Director of Continuing Education, Outreach & Engagement

IT STRATEGY: OVERVIEW, QUESTIONS AND ANSWERS

Information Technology is planning and implementing numerous updates and changes to our technology infrastructure and services. In this session you will be presented with an overview of the IT Strategic Plan, and have the opportunity to ask questions and discuss our major work initiatives.

Presented by: Richard Toeniskoetter, Director, Information Technology

2. The committee initiated the Professional Development Speaker Series this spring. Guest speakers were invited to address administrators on a number of topics relevant to their workplace. The committee worked in conjunction with the Offices of Career Services and Placement and Student Development, and the Division of Outreach and Engagement in bringing these presentations to our administrators. As of June 1, three speakers have presented at this lunch time series.

February 16

"Tons of Room at the Top: The Attitude & Altitude of Success", Presented by Jeff Beals, award winning author and professional speaker

A traditional motivational speech, this presentation shows you how to develop success-friendly attitudes and habits, so you can reach the pinnacle of human existence.

March 19

“Understanding Conflict”, Presented by Julie Brauser, training consultant, Center for Human Resource Development, Extended Services.

When people have meaningful interactions at work, conflict will naturally exist. It’s how individuals learn to deal with difficult and possibly volatile situations that can make the difference in the working environment. This session designed for employees at all levels can be used in a variety of work situations and will help you identify personal styles that influence conflict behavior.”

April 2

“Maintaining Morale, Spirit, and Service During Times of Chaos and Change”, Presented by Tracy Knofla, co-owner of High Impact Training, a nationally recognized training and development company.

The current economic climate has created challenges for staff on college campuses. Loss of operating funds and unfilled positions mean more work for over-burdened staff who are expected to continue to operate at the highest level of service. Uncertainty of budgets, staffing, and issues of job security all divert attention from departmental goals.

Strong, focused, and enthusiastic employees will be the key to survival for all departments and divisions on campus.

This workshop will:

- *Provide an overview of the issues related to the current economic downturn and its implications for college and university employees*
- *Discuss the process of helping staff become more comfortable working within an ever-changing environment*
- *Provide you with methods to assess morale issues within your campus.*
- *Discuss elements of outstanding service and methods of helping staff to achieve them.*

The Professional Development Committee continued to address efforts to provide and encourage professional growth and development of administrators. Possible topics for future professional development opportunities have been recorded. The committee will continue to pursue technical training sessions and potential times for such sessions.