

Final Report of the Professional Development Committee 2010-2011

Respectfully submitted to the Administrative Senate on May 31 2011

By the members of the committee:

Membership 2010-2011

Tim Fitzgibbon, Chair

Jake Williams, Vice Chair

Jennifer Craig

Andrea Gentry

Phil Parker

Samantha Penney

The Professional Development Committee responded to the following charges during the 2010-2011 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.

Developed two rounds of breakout sessions for the Spring 2011 University Meeting held on January 3, 2011. While attendance was open to all, these sessions were designed specifically for University administrators.

Admin Senate Update and Feedback Forum

We are here to represent YOU! Meet your Admin Senate Representatives and see what we have accomplished so far. This is your opportunity to have your voice heard! Tell the Administrative Senate what YOU want done.

Presented by: Administrative Senate Executive Committee and District Senators

Employment Processes – Where do I begin?!?!

Come learn about the proper steps to chair a search committee or participate in one to hire a new employee on campus. An HR representative will be here to help; they will bring all the paperwork necessary for the process and the answers to your questions.

Presented by: Human Resources

Blackboard For Administrators

Blackboard is not just for Faculty and students. Learn how Administrators can utilize Blackboard to facilitate committee work. This session covers the basics of how to locate and begin working with a Blackboard course shell so that you may easily share documents, presentation materials, and facilitate discussion boards. Bring your myUSI username and password to follow along.

Presented by: Samantha Penney from Instructional Technology Services

OPRA (Office of Planning, Research & Assessment) – Fan Club Meeting

Find out the benefits of being a OPRA Fan Club member. Faculty and Administrative Staff attendees will learn:

- Using historical data about your department/division – Very helpful with strategic planning, self-studies, enrollment management, accreditation, budget decisions and much more.
- Survey design and hosting services – Ask the right questions of the right people, help with data analysis and get a free data set to boot! Perfect for faculty scholarship, departmental needs assessment, etc.
- Census Day and why there is only one truth when it comes to student counts.
- Aligning your budget request with the Strategic Plan
- What the heck is an FLP?
- And much more!

Presented by: The OPRA Team (Joe Wingo, Jake Williams, Jeanne McAlister & Katherine Draughon)

Adobe Presenter (Formerly Breeze) Overview – Power Up Your PowerPoints!

Adobe Presenter is a multimedia authoring and presentation tool that works with PowerPoint to allow you to create dynamic content to publish on the web. Join Andrew Black as he demonstrates what Presenter does best and how you might take advantage of it at conferences, in the virtual classroom and elsewhere. This is an overview, and small group training is provided throughout the semester.

Presented by: Andy Black from Instructional Technology Services

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.