

Year-end Report of the Professional Development Committee 2012-2013
Respectfully submitted to the Administrative Senate on June 5 2013

By the members of the committee:

Membership 2011-2012

Stephanie Walden-Schwake, Chair

Andrea Gentry, Vice Chair

Deb Butler

Cindi Clayton-Schnitker

Dana Drury (filled Ginger's spot in December 2012)

Amy Fisher

Phil Parker

Ginger Ramsden (retired in December 2012)

Joe Wingo

The Professional Development Committee responded to the following charges during the 2012-2013 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 breakout sessions for the Spring 2013 University Meeting held on January 9, 2013. While attendance was open to all, these sessions were designed specifically for University administrators.

First line of defense: Tools for recognizing and aiding distressed students: presented by Counseling Center Staff

The Counseling Center is here to help students develop the personal awareness and skills necessary to overcome problems. Sometimes students are not assertive about seeking help when they need it. Learn how to recognize when a student needs support and strategies for intervening in this situation.

Attendance = 25

Diversity and Inclusion Roundtable, Building on the Strategic Plan

How do we support faculty, staff, and students from diverse backgrounds? How do we develop experiences that promote diversity as a value?

Attendance = 29

Promoting USI: presented by John Campbell and Admissions Staff

Learn how USI Admission professionals promote our university to prospective students, parents, guidance counselors and other publics. Hear about how what you do on campus helps the Admissions office market our university. The panel will discuss how our student profile has changed in hopes of helping to increase retention and course completion on our campus.

Attendance = 28

IT Update presented by Richard Toeniskoetter

Information Technology has implemented numerous changes to our technology infrastructure and service. In this session you will be presented with an update of our IT Strategic Plan, as well as have the opportunity to ask questions and discuss major work initiatives.

Attendance = 21

2. Introduced a monthly leadership series with the following workshops:

January 31

“Strengths Finder Workshop 2.0” presented by Jennifer Briggs and Rob Henson of Ivy Tech Community College

“Do you have the opportunity to do what you do best *every day*? Chances are, you don't. All too often, our natural talents go untapped. From the cradle to the cubicle, we devote more time to fixing our shortcomings than to developing our strengths.” This workshop will help you uncover your talents and learn strategies to apply them.

Attendance = 31

February 8

“Leading With Your ‘I’: Introverted Leadership Examined” presented by Laurie Berry, Deb Schmidt-Rogers, and Mary Jo Gonzalez

This workshop was offered in collaboration with USI Housing and Residence Life

We all know the stereotypes- extroverts love people and thrive on interaction and introverts do not. Join three self-proclaimed introverted leaders who will share with you how they engage students and staff in dynamic ways. Building strong leadership skills can be empowering for all personality types. Being a comfortable leader comes from embracing and using your strengths. We will explore the ways introverted leadership can thrive in a number of different settings.

Attended = 32

February 20

“What Did You Say? Understanding Communication Styles” presented by Nancy Kavonic USI Romain College of Business

How are communication styles and fingerprints similar? No two people share the same fingerprint or communication style, not even twins. A person's communication style is just as unique as their fingerprint. Just as it's difficult for an untrained person to match a fingerprint to an individual, it's equally as difficult to understand communication styles without training. This workshop provides an up-beat approach to learning and improving workplace communication. Participants will complete a Communication Personal Assessment to identify their unique style. Practical and insightful activities keep participants engaged and active during the workshop.

Attendance = 20

March 15

Conflict Management presented by Deb Wolf USI Outreach and Engagement

Today's business environment is changing rapidly in the way that people work and communicate with one another. Conflict is a natural result of change, and administrators need to be able to resolve conflict in order to maintain productivity and morale. During this one-hour presentation, you will learn to:

- Identify common causes of workplace conflict
- Recognize the stages of conflict and the behavioral signs that point to escalation
- Identify four tactics for resolving workplace conflict and when to use them

Attendance = 30

April 8

Finding Meaning in My Work presented by Tracy Knofla

This workshop was offered in collaboration with Student Development Programs

This reflective session helps participants get in touch with the elements in their job that bring them joy and professional satisfaction. Through individual and group work, participants will explore methods of enhancing their work experience.

Attendance = 18

May 20-22

Innovative Thinking Workshop presented by Kevin Celuch and Bryan Bourdeau Romain College of Business

Whoever said “let’s not reinvent the wheel “just doesn’t get it. In fact, the wheel has been reinvented many times over - and to good effect! Think wooden wheels with axles versus rubber tires on metal rims. The wheel also spawned new products, for example, the gear. Individuals and firms must reinvent themselves to a rapidly changing future. Are you interested in reinventing your thinking about your processes and procedures? The workshop is designed to go beyond “traditional” brainstorming by helping staff develop an innovative mind-set which can be transferred to professional contexts. So how does it work? Think “guitar strings” – not too tight, not too loose. The right process systematically balances creative and critical thinking in the right doses at the right times to produce novel *and* potentially valuable ideas. So if you would like to widen the “funnel” of your ideas, let’s uniquely reinvent the USI work environment.

Attendance = 15

The committee is planning to offer one more workshop in June.

The committee investigated establishing a mentoring program. The committee met with Dr. Jason Fertig from the USI Romain College of Business. He recommended offering informal opportunities for networking (administrative happy hour, book club, professional development workshops, etc.) prior to implementing a mentor program. Networking can help build relationships that will lay the foundation for a mentoring program. The committee will continue to develop this idea.