

Final Report of the Professional Development Committee

Respectfully submitted to the Administrative Senate on June 4, 2014

By the members of the committee:

Membership 2013-2014

Andrea Gentry, chair

Carey Franks, vice chair

Debbie Butler

Dana Drury

Amy Fisher

Phil Parker

Stephanie Walden-Schwake

Joe Wingo

The committee met on the following dates:

August 5, 2013 – 9 a.m.

November 12, 2013 – noon

June 2, 2014 – 8:30 a.m.

The Professional Development Committee responded to the following charges during the 2013-2014 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.

Inbox Zero

October 10, 2013

Format: Webinar

Description:

Does your email inbox overwhelm you? Are you looking for better ways to organize your emails? This one-hour presentation will provide suggestions for making your email inbox more organized and manageable.

Developed a breakout session for the Spring 2014 Faculty and Administrative meeting. This session was designed for University administrators, but available to all USI employees.

Administrative Search Committees: A brief training for administrators

January 8, 2014

(2 offerings)

Format: Live speaker

Presented by: Cindi Clayton-Schnitker, Manager of Employment and Human Resources for USI

Description:

Information on how to properly conduct a search committee from beginning to end for candidates filling administrative positions.

Meaningful Networking

June 2014

Format: Live Speaker

Description:

How to expand your professional network and get the most out of the connections you make.

Andrea Gentry is currently speaking with a presenter to determine a date and time.

Plans for the 2014-2015 academic year:

On May 28, 2014 Andrea Gentry met with Deb Wolf and Michael Szakaly of USI Outreach and Engagement to discuss offering a course specifically for USI administrators. The following course will be offered in Fall 2014.

- Project Management – Light Course
 - Certificate earning course
 - Fall 2014 semester
 - USI campus
 - 12 hours to complete certificate
 - 3 sessions at 4 hours each
 - \$50 or less for USI employee

If the Fall 2014 course is considered successful, Outreach and Engagement plans to offer the following course for USI administrators in Spring 2015.

- *Leadership for New Administrators/Supervisors*
 - Certificate earning course
 - Spring 2015 semester
 - USI campus
 - 24 hours to complete certificate

- 6 sessions at 4 hours each
- \$50 or less for USI employee
- Would cover many human resource issues

Also, the committee discussed offering webinars presented by the Council for Advancement and Support of Education (CASE). CASE offers webinars on many topics that could address needs from administrators expressed in the annual Fall Survey.