

Professional Development Committee  
End of Year Report 2017-2018

Chair: Tricia Tieken  
Vice-Chair: Angel Nelson  
Members: Mary Ann Allen, Cesar Berrios Chavarria, Ashley Ewearitt, Bill Groves

*Communications/Meetings:*

The committee met several times throughout the fall and spring semesters and communicated by e-mail. The committee discussed several items throughout the year

*Committee Purpose:*

Addresses efforts to provide and encourage professional growth and development of administrators; assists in developing training for administrative staff specifically during fall and spring meeting activities; reviews, studies, and recommends Senate action regarding such matters as professional leave and continuing education.

*Committee Charges:*

N/A

*Committee Actions:*

Fall – no professional development classes held. Reviewed the Fall 2017 Faculty/Admin survey to gather ideas for Spring 2018 meeting and other classes to be held in the later spring.

Spring – had several class offerings:

- Spring 2018 Meeting:
  - USI 101  
Facilitator: Dr. Linda Bennett, President  
This presentation included an overview of the past, present, and future of USI.  
Note: Well attended by 30 plus and well received. Recommend repeating.
  - Managing Your Inbox and Getting to Know OneDrive  
Facilitator: Richard Toeniskoetter, Chief Information Officer  
This presentation included an overview and helpful info on how to use OneDrive.  
Note: Well attended by 20 plus and well received. Recommend repeating but break into intro and intermediate and as an actual lunch bag, not during Spring meeting.
- March 2018:
  - Professional Development Opportunities through Outreach & Engagement  
Facilitator: Bill Groves  
Note: Well received. Need to advertise it more to get more people in attendance.
- April 2018:
  - How to Have Difficult Conversations  
Facilitator; Kathleen Lapekas  
Note: Very well received and attended by 20. Highly recommend having again.

*Committee Ongoing Work:*

As a committee, we did talk about trying to host a professional development class in the Fall semester. This was still in the process of being discussed when my term as Senator ended.