



PROFESSIONAL DEVELOPMENT COMMITTEE

SEPTEMBER 5, 2024, AT 9:00 AM, DON 202

MINUTES

Helena College Mission: Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Professional Development Committee Mission: The Helena College Professional Development Committee distributes allocated professional development funds in order to maximize individual professional development and educational/instructional benefit for the college.

Professional Development Committee Objectives:

1. Improve campus-wide professional development
2. Enhance quality of education and help maintain currency of course curriculum
3. Allocate funds in a consistent, equitable manner

Attendees

- | | |
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| <input checked="" type="checkbox"/> Marika Adamek , Assistant Registrar | <input checked="" type="checkbox"/> Jessie Pate , Chair, Director of Institutional Research & Effectiveness |
| <input checked="" type="checkbox"/> Bill Hallinan , Computer Science Instructor | <input type="checkbox"/> Larry Taylor , Anatomy & Physiology Instructor |
| <input checked="" type="checkbox"/> Beau Howard , Accounting Associate IV | <input checked="" type="checkbox"/> Mary Twardos , Human Resources Generalist |
| <input checked="" type="checkbox"/> Amy Kong , Director of eLearning & Faculty Development | |

Agenda

1. Membership & Leadership
 - a. Larry Taylor is new to the committee this year.
 - b. Jessie Pate will serve as chair for AY2425.
2. Budget for year: \$30,000
 - a. AY2324 summary (see Files > Funding Spreadsheet > Running Approvals 23-24)
 - i. Ended with \$251 remaining by our records. UMDW shows we overspent, may be due to registrations for events occurring in AY2425
 - ii. Decision: Going forward, we will include instructions to those receiving funds between April and June to indicate on their PO if they are pre-paying for anything related to training in the next FY.
 - iii. **Action: Beau will look into the best way to do this.**
 - b. AY2425 (see Running Approvals 24-25)
 - i. \$5,000 for all campus, \$12,500 each semester
 - ii. \$10,177 allocated, \$2,333 remaining for fall 2024
 - iii. **Action: Jessie will create an MMM/Teams announcement (posted 9/9) of available funds to campus, reminder that complete applications are reviewed in the order they are received.**
3. Offerings for the year
 - a. Campus survey of requests or interest in presenting

- b. **Action:** Marika will put the survey together. Jessie will put together an announcement with this and other PD info to share in MMM and HC Main Team.
 - c. [NISOD Fall Virtual Conference](#) (see file: NISOD Activity AY2324)
 - i. Vote: All members present voted to purchase institutional registration and promote to campus.
 - ii. **Action: Jessie will complete institutional registration, and it will be announced to campus with instructions for signing up.**
4. Other business
- a. Would like to have clarification on what kind of PD should be paid out of departmental budgets and what can be covered by PD Committee.
 - i. **Action: Jessie will talk to Sandy**
 - b. Concerns about employees possible applying for funding really far in advance – hasn't happened, but should we have a guideline?
 - i. Decision: Consider trialing open dates for each semester
 - 1. Apps for spring (events occurring January 1 – May 30) open 10/15
 - 2. Apps for summer/fall (events occurring June 1 – December 30) open April 1
 - c. Sharing out a summary of PD activities funded by committee
 - i. Decision: Add a specific field to the application and instruct recipients to complete it after they return. Consider asking if we can share a summary to Teams or in MMM
 - ii. **Action: Jessie will update the application**
 - d. Other updates
 - i. Add a "Notes" section to the scoring rubric, to accompany each member's total score and decision to fund. This will automatically be populated in the totals tab.
 - ii. **Action: Jessie will update the score sheet and upload the updated sheet to Vector and the website. Jessie will also update the committee members on the page.**
5. Committee will schedule monthly meetings. Tentatively scheduled for the first Thursday of the month at 9:00 AM, but need to follow up with absent members.
- a. Next meeting: October 3 at 9:00 AM.