

PROFESSIONAL DEVELOPMENT COMMITTEE

NOVEMBER 3, 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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| <ul style="list-style-type: none">• Marika Adamek, Assistant Registrar• Bill Hallinan, Computer Science Instructor• Beau Howard, Accounting Associate IV• Amy Kong, Director of eLearning & Faculty Development | <ul style="list-style-type: none">• Jessie Pate, Director of Institutional Research & Effectiveness• Larry Taylor, Anatomy & Physiology Instructor• Mary Twardos, Human Resources Generalist |
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Agenda

- Approve October 3, 2024 Minutes: **TABLED**
 - **File:** 2024.10.03 PDC Minutes.
- Funding requests for activities early in fiscal year
 - 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.
 - Action: Beau will look into the best way to do this.
 - **Update: Ask applicants to note on procard paperwork (purchase forms – use account 1905, generic for prepaid). Beau does monitor this as well and can indicate it as a “pre-paid expense” and move it into the next FY.**
- Offerings for the year
 - **File:** AY2425 PD Calendar
 - Review Calendar for the year, each member should sign up to find trainings on LinkedIn or Vector for a month
 - Suggestion from Cabinet – PD Committee works with TRIO/MT10/Student Life to host a series of student panels from diverse perspectives
 - **Veronica Mohrmann’s communications class present on why they are in college – open to faculty last year, could all campus be invited this year? Or could she ask students to present a second time as a PD opportunity for employees?**

- Per Cabinet - Kas can do Accessibility only, generally a practice to not have employees who are personally part of a group serve as representative for the group.
 - **Ask to do Accessibility in March**
- NISOD Fall Virtual Conference: Update: 16 people registered
 - Discussion: Share recordings in MMM? HC Main Team PD Channel? **No**
- Sharing out summary of PD activities – Option to add a Feedback form in Vector. Can send it x number of days after event, with option to add daily reminders for a period of time
 - **File**: PDC Funding App Feedback Form Draft 2024-10-16
 - Do we like these questions? **See rewording in Jessie's notebook**
 - How best to set up notifications around Feedback form? **Start 14 days after event, continue daily for 5 days. Consider a human reminder two weeks before the end of the semester.**
 - Need to update application guidelines once we decide? **Marika to draft updates**
- Application & Scoring
 - Scoring change proposals – see file, mostly tabled
 - **File**: PDC Application Scoring Rubric with Members AY2425
 - Another consideration: Do we assign slightly more weight if the applicant is presenting?
 - Additional funding: Suggestion to change application to require applicants to identify other funding or explicitly state they have pursued other funding and could not find any
 - Proposed change to Additional Factors section
 - Repeat (year after year) applicants
 - Suggestion to change the scoring rubric to either assign more weight to previously funded opportunities, or change the scale so that the more you get the fewer points you get
 - Suggestion to cap max amount of money to award to one person in a certain time period (of more than year)
- Bylaws (new HC Policy 100.5) - tabled
 - **Files**: PDC DRAFT Bylaws 20241106 and PDC Funding Guidelines AY2223
 - Proposed changes to mission and objectives