PROFESSIONAL DEVELOPMENT COMMITTEE
DECEMBER 5, 2024, AT 9:00 AM, DON FISHBOWL
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

- **Marika Adamek**, Assistant Registrar
- **Bill Hallinan,** Computer Science Instructor
- **Beau Howard**, Accounting Associate IV
- **Amy Kong**, Director of eLearning & Faculty Development

- **Jessie Pate**, Director of Institutional Research & Effectiveness
- **Larry Taylor**, Anatomy & Physiology Instructor
- **Mary Twardos**, Human Resources Generalist

Pre-Reads and Supplemental Materials

- PDC Minutes 20241003
- PDC Minutes 20241107
- AY2425 PD Calendar
- DRAFT PDC Application Scoring Rubric
- DRAFT PDC Bylaws 20241106
- DRAFT PDC Funding Guidelines AY2425

Agenda

1. Approve minutes
   a. October - approved
   b. November – approved
2. Offerings for the year *(10 mins)*
   a. December: Ed Tech/Tech
      i. Bill to share about AI and podcasting in 12/9 MMM
   b. January/February: Student Services and Teaching
      i. Bill, Karen, Robyn: First Year Seminar – Bill will coordinate with Robyn and Karen to schedule, likely on a Tuesday or Thursday over the lunch hour
      ii. NISOD Webinars
      iii. Vector Webinars

      c. March: DEI/Student Experiences
- i. Student experiences presentations – Bill will work with Veronica to plan something for faculty and staff
- ii. Kas – Accessibility – Jessie will talk to Kas

      d. April: Management/Team Building
- i. Marika volunteered to help, possibly a team building activity in partnership with staff senate

3. Application and scoring changes
   a. "Activity meets the established definition…" moved to the top section, as it should not be reviewed if it is not PD.
   b. "Activity is related to position" – Added 5 bonus points if the applicant is presenting at the activity.
   c. "Activity aligns with program mission" – Question 4 on application will be modified to ask applicants to provide or link to mission statement. Scoring criteria refined.
   d. Question 5 on application will only be about how it will benefit the department or program, add a Question 6 asking specifically about sharing knowledge/skills with others. Modified the scoring rubric to add "Applicant includes plans to share knowledge/skills learned with others" to align with new question 6.
   e. Discussed additional factors and additional funding, as we occasionally cannot fully fund an activity because of the score or lack of remaining funds. It was decided that if we need to consider partial funding, we can talk further with the applicant. Our guidelines also do not state that all other sources must be considered before applying to PD - in fact many areas do not have PD funding in their budget. No changes to this section for now. F
   f. Total score is now 40 points, with 5 bonus points possible. Minimum score of 30 to receive PDC funding.

Tabled

3. Application & scoring
   a. Repeat (year after year) applicants
      - i. 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
      - ii. Suggestion to cap max amount of money to award to one person in a certain time period (of more than year)
4. Bylaws & guidelines *(15 mins)*
   a. Proposed changes to mission and objectives
   b. Updates to guidelines based on conversations about feedback, application, scoring, and bylaws. (MA?)
   c. *Consideration: faculty members not expected to participate over summer – we still have a quorum to vote on funding, but do not have faculty representation*
   d. *Do we need a procedures document to help new chairs, members, etc? Thinking about our new procedures for prepay – how do we make sure we remember this?*
5. Could the HC Foundation support PD/academic pursuits? *(5 mins)*
6. Next meeting: Thursday February 6