



## PROFESSIONAL DEVELOPMENT COMMITTEE

FEBRUARY 6, 2025, AT 9:00 AM, DON FISHBOWL

### MINUTES

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**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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- **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

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- PDC Minutes 20241205
- AY2425 PD Calendar
- DRAFT PDC Bylaws 20241106
- DRAFT PDC Funding Guidelines AY2425

### Agenda

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1. Approve December minutes
  - a. Beau motioned, Amy seconded, minutes approved
2. Offerings for the year
  - a. January/February: Student Services and Teaching
    - i. First Year Seminar Lunch & Learn with Bill, Karen, and Robyn – in the works, Bill will notify Amy will put into Vector once it's scheduled (Lecture Hall or 123 are good rooms)
    - ii. Anything to share in the MMM? Volunteers to look/send to Paige? NISOD Webinars, Vector Webinars, LinkedIn Learning - Beau will look in NISOD and share some things out in the MMM during February. Mary shared some things with the team in the fall – Beau will combine them.
  - b. March: Student experiences/DEI
    1. Student Experiences - Veronica sends an invite to faculty and staff when her students are presented about their journey to HC. Will put it in the

MMM, too. Probably will occur the last week of school – move topic to April, Amy will put it in Vector once it goes to the MMM.

- ii. DEI - MMM – Mary will share 1-2 suggestions of trainings each week
- c. April:
  - i. Management/Team Building: Brainstorming recommendations to share in MMM – LinkedIn, NISOD about leadership, communication, working with others, etc?
    - 1. Marika would like to put together something that just encourages team building amongst all campus, such as a, game day (a la soup fest where people go to different areas to play different games)
      - a. Goal to have employees interacting with coworkers they don't normally interact with – camaraderie, communication
      - b. How to make sure this is PD, rather than a QWL/senate-type activity
    - ii. Excel workshop with Jessie & Cari - tabled
  - d. Idea: Can each department provide short and simple PD on a rotating schedule? Eg visit nursing for AED training, IR for data analysis, IT for coding – “passport” to learn from all your peers
- 3. Application and scoring - TABLED
- 4. Bylaws & guidelines - TABLED
- 5. 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? - TABLED
- 6. Next meeting: Thursday March 6