



## PROFESSIONAL DEVELOPMENT COMMITTEE

JULY 29, 2025, AT 1:00 PM, DON FISHBOWL

### AGENDA

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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 funds to support both individual growth and campus-wide initiatives, ensuring the greatest impact for the college's educational, instructional, and professional development goals.

#### Professional Development Committee Objectives:

1. Allocate professional development funds based on clearly defined criteria to ensure consistent and equitable distribution among applicants.
2. Strengthen campus-wide professional development by offering targeted workshops and training sessions that address the diverse needs of all employees.
3. Enhance the quality of education by supporting faculty, staff, and directors in incorporating current best practices and updated industry standards into their curriculum and operations.

#### Attendees

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☒ **Marika Adamek**, Assistant Registrar  
☒ **Beau Howard**, Accounting Associate IV  
☒ **Amy Kong**, Director of eLearning & Faculty Development

☒ **Jessie Pate**, Chair, 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 20250502
- DRAFT PDC Bylaws
- DRAFT PDC Funding Guidelines
- PDC Funding 5-Year History 2021 to 2425
- PDC Voting History 2021 to 2425
- Theatre games at Helena College\_onepage\_proposal
- Campus-wide PD Survey (Spring 2025) Results 20250728

#### Agenda

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##### Approve May Minutes

- Mary moved, Beau seconded. Approved.

##### Application and scoring

- Repeat applicants (same person different event each year or same person same event each year)
  - Is it about the money spent or the number of opportunities? Suggestions:
    - 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
    - Cap max amount of money to award to one person in a certain time period (eg 3- or 5-year period)
  - Other thoughts?
- Add a field for supervisors to leave comments?

## Guidelines

- Need to make updates to guidelines based on conversations about feedback, application, scoring, expense tracking and bylaws.

## AY2526 Planning

- Budget
  - AY2425 - \$30,000 allocation
    - Approved \$16,968.94
    - Spent \$13,872.30
  - Sandy has allocated \$30,000 for the committee. Tentative:
    - \$2,000 for Vector PD tracking
    - \$4,000 for all campus (NISOD Online Conference)
    - \$12,000 each semester
  - Offerings
    - Updates on theater team building activity
    - PD interest survey
  - Recruitment of new members
    - Need: 1-2 faculty
    - Could add additional director and/or staff

## Next meeting

- After classes start
- Welcome new members
- Treasurer to track PD spending