

# Professional Development and Training (2019-2020)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Professional Development and Training (2019-2020)		
<b>OBJECTIVE OF MEETING:</b> Continue progress on draft document/review competencies		
<b>DATE:</b> 11/22/2019 <b>TIME:</b> 1:30am	<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Alisa Shubb & Olga Prizhbilov		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Beth Hartline		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Alloted</b>
Review notes from last meeting	Olga	10 min.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Reviewing the "Suggested Classified Employee Competencies" document, what additions or changes can be made to make certain faculty-specific job-related duties are included in the following areas: 1) Equity-minded service 2) Effective Communication 3) Technology Proficiency 4) Organizational Adeptness 5) Leadership Development	Alisa	45 min.
Reviewing the "Existing Strengths" shared document, how do we incorporate these strengths into our plan? <a href="https://docs.google.com/document/d/1fpFApFD6icbIW4wChYsSH-VmVX_e_nnqsML7MfIStyQ/edit">https://docs.google.com/document/d/1fpFApFD6icbIW4wChYsSH-VmVX_e_nnqsML7MfIStyQ/edit</a>		30 min.
Reviewing the "Essential Conditions for PD" document, what additions or changes should be made?	Alisa	30 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>

OTHER INFORMATION:	