

Goal Team 5- Sub-Committee- Electronic Catalog

MINUTES

MAY 15, 2013

2:00-3:00

[TC 123]

MEETING CALLED BY	Sub-Committee- Goal Team 5
TYPE OF MEETING	Planning and strategy
FACILITATOR	Ellen Grondine
NOTE TAKER	Ellen Grondine
TIMEKEEPER	NA
ATTENDEES	Ellen Grondine, Ron Taber, Marcy Yeager, Duane Quinion

Agenda topics

TOPIC: ACCESS- PROFESSIONAL DEVELOPMENT
OPPORTUNITY FOR ALL NECC EMPLOYEES

DISCUSSION	<p>Provide professional development offerings by content and areas of interest as opposed to specific professional development delivery areas. The sub-committee discussed the possibility of creating an “electronic umbrella/catalog” whereby all employees can readily see, explore, and register for professional development workshops and access related information. In addition, possibly categorize professional development offerings and upload & manage content and descriptions via the areas responsible for the development. Ideally, the end user view will include a wide range of offerings via a well organized and informative structure. Workshops and PD offerings will be organized by category and promote equal access and opportunity for all employees. Users will feel welcome and informed.</p>
	<ol style="list-style-type: none"> 1. Ron suggested the group take a closer look at the Flex Reg system currently used by Workforce Development for the non-credit offerings provided by the college. The system allows for registration, tracking of participation, and room scheduling. The system has an interface with Banner and is already compatible with our internal structure. It also appears that management of information for the purposes of updates and additions is relatively simple. The group suggests that perhaps 3-4 key administrative assistants from the PD areas be trained and assigned the responsible of timely updating and uploading if this tool proves to be a good fit. 2. The committee identified categories for the purposes of organizing the offerings. Suggestions include; Classroom/Pedagogy, Career, Organizational, Technical, and Leadership. The committee also discussed topic headings that might include; Development, Training, Enrichment, and Health and Wellness. It is likely that once the inventory of current offerings is complete, categories and

topic areas will naturally surface.

3. The committee also discussed the possibility of a login for the registration and an accompanying website whereby additional opportunities can be posted. One example is a space to post a "Want Ad". This space can be used by committee chairs looking for membership or someone with a specific area of expertise. This space can also help to advertise the open positions in various college governance or new process management teams (among many others). The goal is to provide an open invitation and provide opportunity for members of our community to become actively involved in areas of personal interest.

CONCLUSION	Ellen and Ron will meet with Joan Scionti to discuss the Flex Reg system and ask about the possibility of tracking trends, archiving data, and if CRN's are needed by workshop. The group also discussed the possibility of engaging the college community in the design of future professional development offerings. Marcy Yeager informed the group that the Department Chairs retreat in August may be a great place to start with a brief discussion/presentation and activity (using an Appreciative structure) to engage the group in identifying PD needs for the year ahead.
-------------------	---

The sub-committee will also identify other groups, staff meetings, etc. to engage in discussion and questions about professional development needs.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meet with Joan Scionti to further explore the Flex Reg system	Ellen & Ron	5/20/13
Meet with Bill Heineman to discuss the Department Chair's Retreat and the possibility of a brief presentation in regard to professional development.	Marcy Yeager	TBD