FACULTY PROFESSIONAL DEVELOPMENT MEETING MINUTES

Date: September 11, 2008     Time: 2:30 PM     Place: via Telecom

The meeting convened at 2:30. In attendance were the following: Terry Norris, chair; Dean Kathleen Hall; Mary Beth Lancaster; Cory Moore; Loletta Redmon; and Bob Welling.

Terry Norris welcomed all committee members and reminded everyone of the goal of planning and organizing 4 or 5 faculty professional development sessions per year. She then reviewed the previous year’s sessions.

Mrs. Norris then provided a list of sessions which faculty and staff had already agreed to present via e-mails and phone conversations as follows:

- **Blackboard Intermediate**—Anthony Hardy
- **Microsoft Office 2007**—Anthony Hardy
- **Socrates Lecture Recording System**—Anthony Hardy
- **Critical Thinking**—Sue Chapman
- **Designing Rubrics**—Mary Beth Lancaster
- **Course Redesign**—Loletta Redmon

Mrs. Norris then mentioned 2 additional topics suggested by faculty which included

- **Teaching Faculty CPR**
- **Making Time, Making Change**—how to make changes when you feel you’re overworked. The committee agreed to call on Misty Nims and the Nursing Staff for help with the CPR session to be presented as soon as possible on both campuses. Mrs. Norris agreed to try and contact the author of the book, **Making Time, Making Change**, Douglas R. Robertson, for more information regarding the possibility of his presenting this seminar.

Dean Hall asked us to add **How to Develop and Teach a Hybrid Class** to the list. She volunteered to find a presenter for this topic.

Mrs. Lancaster said that she would like to see us have another Brown Bag Lunch Session in May where faculty can get together and share creative and beneficial ideas for the classroom.

Dean Hall asked us to try and develop a theme for our sessions; all committee members agreed to give this some thought.

The committee set tentative months when the topics would be presented which include the following:

- **CPR**—Sept.
- **Blackboard Training**—Oct.
Microsoft Office—Nov.
Hybrid Class—Jan.
Critical Thinking/Rubrics Design—Feb.
Course Redesign—March
Brown Bag Sessions—May

Mrs. Norris said that she would e-mail all members as to the time of the next committee meeting.

The meeting was then adjourned at 3:00.