

Professional Development Committee Agenda for Thursday 9/08/2016 in HR Conference Room 1-2pm.

Committee members:

Aasi, Fazal; Crozier, Judy; Edwards, Shirley; Gillis, Amber; Grace-Hall, Mary ; Manikandan, Gayathri; Sasser, Rachelle; Wimberly, Wendy; Zambrano, Ruth

- 1) Approve minutes from August 15 meeting
- 2) Review new conference reimbursement requests, committee ballots
- 3) Expenditure Tracking
  - a) Review draft of the worksheet created to track the budget.
- 4) IEPI Leadership Development Application
- 5) Goals for the year 2016 – 2017
  - a) Updates on Health Fair
  - b) Discuss faculty suggestions for professional development workshops
  - c) Make reimbursement forms available in HR and online. Provide sample copy for faculty and staff to view.
- 6) Review Professional and Staff Development plan