

Professional Development Committee Minutes

September 17, 2015 1:00pm to 2:00pm

Attendees: Aasi, Fazal; Crozier, Judy; Gillis, Amber; Manikandan, Gayathri; Sasser, Rachelle

1. CPR/AED Update:

- CPR Refresher Training should be offered in Spring 2016.

2. "Creating Faculty Website" Training:

- The current Friday, 9/18/15 meeting should be rescheduled due to the time conflict with Accreditation training.
- IT personal should be there during the training to resolve any IT issues during the training.
- Etudes modules should be created with videos to train the faculty on creating their faculty webpages.
- Soon OUeducate will be replaced by a different one.

3. Health fair:

- The health fair is rescheduled to October 8th from 10:00am to 1:00pm, with a possible extension up to 2:00pm.
- Health fair at Compton Center will be at Student Lounge with parking next to the voc-tech building.
- T-shirts have been ordered to the members of Professional Development Committee and Benefits Committee to meet and greet the staff and faculties during the health fair.
- Flyers will be distributed through emails and in-persons especially to part-timers.
- We need professional development committee members to volunteer in meet and greet during different times.

4. Spring Fling:

- Spring Bling 2016 will be a movie night with food trucks.
- Amber is finding the cost in renting the inflatable screen and the food trucks.
- Ms. Sasser will ask Rudy about how we could screen the movie on the open grass area.

5. Writing Club:

- Flyers about the writing club are out.

Next meeting → November 12th, 2015 1:00pm to 2:00pm.