

AP PD Committee MEETING MINUTES 11.21.19

- I. Present: **Mary, Jake, Melanie, Jessica, Clayton, Breeann**
 - A. Missing: **Maureen**
- II. Introduce Clayton Pelon
 - A. New AP Liaison: Department of Education, OFFICE: 362C DeVos
 - B. UPDATE from AP
 - 1. **Groups are outdated, AP committee is looking into restructuring the groups to make it more representative.**
- III. Updates from HR (Maureen)
 - A. **Do the climate survey** to suggest ideas for the university and clearly indicate what needs are not being met by the University. IF they do not know there is an issue they can not fix it.
 - 1. **Open until Nov. 24th**
 - 2. HR is going to be looking closer at the survey with I&E (not always the case in past years) and so it is very important to fill it out.
 - B. **No updates to report from Maureen, she said they are currently working on spring calendar so that we can communicate with the groups and get it up on the website.**
- IV. Succession Planning
 - A. Mary is emailing the people on the list that Karen sent her to see if there is any interest in filling Martha's position for the rest of the year. She will keep the committee informed on the outcome.
 - 1. Do we not replace Martha until the next year instead of just getting someone for 1 semester
 - 2. **Get someone for next semester with knowing that they will be filling a three year term.**
 - 3. **Maybe one one of the blogs should be "WHY DO YOU WANT TO BE ON AN AP COMMITTEE"**
 - B. Next year 5 out of 6 are new! Talk about succession planning, does anyone want to continue on another year or two? It would be nice to have 2 new people a year.
 - 1. **New Suggested End Terms**

- a) Jessica - 2021
- b) Jake - 2021
- c) Melanie - 2021
- d) Breeann - 2022
- e) Group 4 - 2023
- f) Group 5 - 2023

V. **Reminders: NEXT Meeting Dates**

A. 3rd Thursday morning of the Month on the Pew Campus

1. Dec. 19th from 8:30-10am

2. Everyone can talk to IT to request a Google ID: Say that you are a staff or faculty and then you can get access to Google drive with unlimited access as well as functions like Google Classroom.

3. Going to try SKYPE for business for the Next Dec. 19th meeting

4. Feb. 4th Outlook Seminar - Both Jake and Mary said it was worth going to it.

VI. QUESTION: Should we just do one awesome newsletter as a committee instead of everyone managing their own groups????

A. Maybe we add things to EXPAND the main AP newsletter so that its all together and people are not getting multiple emails.

B. Clayton is going to ask the Main AP committee about having us have a section of the AP newsletter instead of sending out another newsletter.

VII. Website Updates

A. We have had two blogs so far on the website: "Stay Relevant" was up all summer and August/Sept. It was changed to "Networking 101" after our October 17th meeting.

- 1. We still have Knocking at the door - Written by Breeann
- 2. A GUEST WRITER :-) has submitted a blog!

B. Updated the Tips (on Nov. 14th)

1. Keep Administrative Tasks in the Morning...
2. Be Intentional with your time & calendar
3. Join a Profess. Organization or Community
4. Read, Listen, Talk
5. Find a Mentor
6. Interested in Writing for Us?

C. Other updates done within the Month

1. Removed the Excellence Series Button from the Quick Links
2. Changed the Link in the workshops and seminars to "Professional Development WORKSHOPS and linked it to the Fall 2019 workshop flyer that Maureen gave us.

VIII. Discuss Blog Content to DO:

- A. **DEC 1st. Switch it over to the Guest Blogger for Dec. & January.**
- B. **Add a Quick Links to the Workshops**

IX. THIS MONTH ACTION ITEMS (HOMEWORK):

- A. **Figure out schedule for next semester**
 1. **Day of the week**
 2. **Time**
 3. **Campus Location**