**AP Professional Development meeting 3/5/24**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Johanna Swanson, Mayra Amaro-Alvarez, Jeremy Paul, Liz Chase, and Diane Miller

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| Welcome Letter (pending) | * Good overall letter, but needs some personal touch and some fun additions | | * Welcome Letter: Waiting on lists from HR – this is slightly delayed due to Workday | |
| In-Person Future Planning Meeting | * Looking at late June/July at the Meadows or another close location for an in-person committee meeting focused on future planning (Meadows requires GV catering) | | * Meadows is pretty open most mornings in the summer * The Borough looks like it could be a nice place to meet for a coffee and plan | |
| AP Social | * Jolly Pumpkin, GR – Thursday, May 2 3-5PM | | * Hannah review menu before next meeting | |
| AP Professional Development Opportunities | * Held the Excel 101 Training & had good turnout with 35/45 people attending. * Discussed potential future topics (two main themes- digital literacy and professional skills): * Powerpoint * Microsoft Teams vs Google Docs (Digital Literacy focus) * Excel 102 (Digital Literacy focus) * Resume Writing/Building a Linked-In Page (Professional Skills focus) * Supervisory skills/interview skills (Professional Skills focus) * Greater understanding of university budgets/accounting (Professional Skills focus) | | * Hannah reach out to Career Center about hosting a resume writing/linked-in session over the summer in July * Need to discuss future digital literacy topics with Steph Balaskas in IT during upcoming meeting * Talk to Natalie to see if our committee can be part of the conversation about building performance reviews in Workday during upcoming meeting | |
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**Next Meeting: March 19, 2024; Topics for discussion: creating a technology survey for AP staff to complete in April, so we get a better idea of the types of technology that staff use and the types of training that would be beneficial for a wider group of people.**