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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)**  Professional Development  2023-2024 Charges from the Executive Committee:   * Continuation of AP Social * Improve welcoming communication for new AP Staff | | | | [Pick the date]  Virtual Zoom Meeting at 3:00pm 10/17/2023 | |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld (Chair), Natalie Trent, Paul Cullen, Johanna Swanson, Jeremy Paul, Liz Chase, Mayra Amaro-Alvarez, Ben Rhodes* | | | | | |
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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | | |
| Committee Structure | * Need to select vice chair & secretary (based on bylaws) | | * Discuss in next meeting | | |
| November Professional Development Session | * **Nov. 14 from 3-4pm** * Presentation on Public Speaking by Dr. Anthony Spencer * Engagement with the material/practice * Create follow up survey in Qualtrics & ask about future professional development ideas (complete during next meeting together) | | * Event is created in Sprout—waiting for description from Dr. Spencer * Hannah order food * Liz add event to the website once Sprout is ready * Mayra & Jeremy look for name tags | | |
| Email Communication & Engagement | * Can executive committee send an email out to new staff within 2-3 weeks of staff starting? * Can we include the AP staff welcome/link to the AP Professional Development site in the HR welcome email for follow up in 1.5 months after the staff member starts? | | * Hannah discuss with executive committee & ask Natalie at the next committee meeting about HR communication | | |
| Discuss Themes and Objectives from AP Professional Development Survey  \*\*\*Themes and objectives are listed below | * During next meeting will work on updating the website with statement about professional development & what it means, future objectives, and themes from the survey, create a submission form where staff can suggest PD ideas | | * Will work together on this in our next meeting * Additional thoughts: Create a PD template for staff to complete with supervisor | | |
| Future PD Ideas | 1. Continue to Work on Professional Development Website—include links for resources. 2. Review long term/high engagement professional development ideas. List includes: 3. Events similar to Lifelong Learners on Tap 4. Training for AP Staff who are part of search committees 5. Speed-Networking 6. AP Staff Read & host conversation after the book 7. AP Staff Film Series & host conversation after the films 8. Sponsorship from departments for staff to engage in professional development: etiquette, public speaking, similar to ToastMasters 9. Learning Communities at various levels: Senior professionals, mid-career professionals, new staff 10. Mentorship Opportunities; including partnerships between faculty & staff to help break down silos 11. Microcredential opportunities/FTLC credentials 12. Use AP Funding for professional development; like a grant, AP would have to apply and then present after they attend the PD event 13. AP event in the Art Gallery—Wine and Walk 14. Can the Laker Club space be utilized more? AP staff luncheons—buy one get one free? Invite a friend? New staff are invited twice a year to have lunch & get to know other new folks & one member of each committee needs to be there. | | * Hannah discuss with executive committee * Add future ideas to the website, instead of keeping track on minutes | | |
| \*\*Items in green are directly related to our objectives based on survey results. Items in blue are directly related to our charges from the executive committee.  Themes from AP Survey Results:   * Greater need for PD opportunities & offerings * Funding available of PD events * More supervisor support with PD * Greater variety & flexibility with PD offerings and credentials that will boost professionalism   Objectives based on AP Survey Results (ranked):   1. Create a clear statement about what professional development means 2. Update website with PD offerings/increase communication 3. Create survey with specific needs 4. Funding set aside for professional development opportunities or provide more free/reduced cost offerings 5. Network of mentors, coaches, faculty partners 6. Engage with creative PD opportunities (future PD list)   **Next Meeting: October 31, 2023** | | | | | |
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