**AP development meeting 10/31**

Began at 3pm and included; Hannah Schoenfeld, Paul Cullen, Diane Miller, Elizabeth Chase, Mayra Amaro-Alvarex, Natalie Trent, Johanna Swanson, Jeremy Paul.

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| **Topic/Issue** | **Discussion/Notes** | | **Follow-Up/Action Required** | |
| November Professional Development Session | * Recap of Last meeting as well as discussion on the AP professional development sessions coming up in 2 weeks * Speaker, Dr. Anthony Spencer * Location, Pere Marquette Room * Registration email sent – reminder to encourage staff | | * Development of survey * Snack/food provided? | |
| Positions within the AP development committed OPEN | * Co-chair and Secretary needed * Ben Rhodes volunteered, agreed to take meeting notes as secretary * Unanimous agreement to Ben Rhodes position | |  | |
| Fianlize AP Professional Development Survey | * Qualtrics Survey * 5 Questions make it easy and more likely to complete   What PD sessions would you like to see in the future?  What locations work best  Was this a good opportunity for PD  Was the session relevant to your work  Other comments | |  | |
| Discussion surrounding what skill based future events are in survey | 1. How to recruit and hire employees 2. How to evaluate and retain employees 3. Best Practices with Project Management 4. Basic Financial Literacy and Accounting Practices 5. Team Building and Team Dynamics 6. How to find your Professional Development Home 7. Creating and Maintaining an onboarding playbook 8. Other | | * What resources around campus can be tapped to create these types of events? HR other offices | |
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3:00pm: Hellos and introductions

3:03pm – talking about the last meeting and the finalization of the November AP event. Discussed registration by the AP staff and the AP executive committee moving their meeting on the 14th to the Allendale campus.

3:06pm – Missing 2 roles in the AP development committee; 1. The Co-chair helps support the chair in conversations with AP executives and meetings and information. 2. The secretary who takes notes during the meetings. Ben Rhodes responded that he would volunteer and as we need a secretary to take notes it was agreed upon at that time Ben would be the secretary. He will begin taking notes. This was agreed unanimously.

3:10pm – Discussion of Qualtrics survey. What are additional questions that should be asked. Adding questions around

* Events: What other PD sessions would you like to attend? Qualtrics list of events from us.
* Location of events: Downtown VS Allendale VS virtual?
* Learning outcomes: Was this relevant to your work, needs? Were you able to connect to other GVSU staff/faculty?

3:15pm - Conversation surrounded question 1, what other sessions would you like to attend? This then started talking about previous conversation about what PD development topics have we discussed from the 10/9 meeting.

3:17pm – We discussed AP work related to budgets and expenses and accounting practices from GVSU and your department. How often to employees manage budget.

3:23pm Discussion about high impact community development versus skill based. This also led to a decision to change the survey questions about PD session offering to skill based. Focused the questions on skill-based sessions. We spent several minutes on each question, how it was worded and what it all included.

* *How to recruit and hire employees*
* *How to evaluate and retain employees*
* *Best Practices with Project Management*
* *Basic Financial Literacy and Accounting Practices*
* *Team Building and Team Dynamics*
* *How to find your Professional Development Home*
* *Creating and Maintaining an onboarding playbook*
* *Other*

3:48pm – Discussing the second questions of “what locations works best for you?”

Choices will be: Allendale, GR and virtual event.

3:49pm – Discussing the third question “Was this a good opportunity to network with AP staff?

3:50pm – Discussing the fourth question “Was this session relevant to your work?”

3:55pm – Discussion about updating the website

* What is professional development
* Place on the website that allows people to submit professional development ideas
* Content about higher impact practices.

3:57pm – Closing remarks

**Next Meeting: November 14th, 2023**