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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)** Professional Development2023-2024 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 10/3/2023 |
| *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** |
| November Professional Development Session | * Selected Nov. 14 from 3-4pm
* Short networking time (15 min.)
* Presentation about Public Speaking
* Engagement with the material/practice
 | * Mayra is meeting with Dr. Spencer soon to discuss
* Hannah schedule room reservation
* Hannah touch base with Natalie to create Sprout Event
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| 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?
* 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.
* AP event in the Art Gallery—Wine and Walk
 | * Hannah talk about these ideas with the executive committee
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| Review AP Professional Development Survey | * Review the survey, find common themes, and create objectives/areas of focus for our committee
 | * **Try to review as much as you can, we will spend some time reviewing in our next meeting as well**
* **Due date is Nov. 15 to executive committee**
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| Future Tasks | * Continue to Work on Professional Development Website—include links for resources.
* Review long term/high engagement professional development ideas. List includes:
1. Roundtables
2. Events similar to Lifelong Learners on Tap
3. Training for AP Staff who are part of search committees
4. Speed-Networking
5. AP Staff Read & host conversation after the book
6. AP Staff Film Series & host conversation after the films
7. Sponsorship from departments for staff to engage in professional development: etiquette, public speaking, similar to ToastMasters
8. Learning Communities at various levels: Senior professionals, mid-career professionals, new staff
9. Mentorship Opportunities
10. Microcredential opportunities/FTLC credentials
 | * **Thank you so much for all of your work on developing the AP PD website! I am excited about this!**
* Hannah talk to executive committee about highlighting one new professional development option in each newsletter.
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| **Next Meeting: October 17, 2023** |