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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 10/3/2023 | | |
| *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 | |
| 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 | |
| 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** | |
| 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. | |
| **Next Meeting: October 17, 2023** | | | | | |