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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 9/19/2023 |
| *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 will talk to HR folks about potential presenter**
* Hannah will email Speech Lab about potential presenter
* **Ben will email Career Center about potential speaker**
* Hannah look into room reservations in Allendale and Grand Rapids
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| Future Tasks | * Review the text on the second page of this document for updates. This email will be going out to new AP staff after 6 months at GVSU.
* 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
 | * **Everyone find at least one resource related to professional development to add to** [**the AP Committee PD webpage.**](https://www.gvsu.edu/ap/professional-development-committee-223.htm)
* Hannah talk to executive committee about highlighting one new professional development option in each newsletter.
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| **Next Meeting: October 3, 2023****Note: The Executive Committee meets with Dr. Mychal Coleman, Director of HR on October 3.**  |

Email Draft to be sent to new AP staff after 6 months of employment:

Good afternoon,

My name is Hannah Schoenfeld and I am the chair of the AP Professional Development Committee. We are so excited that you have joined the GVSU community and hope you are settling in after a few months in your new role. I wanted to let you know about a few upcoming opportunities to get connected. The AP Professional Development Committee is hosting a Professional Development Session on November XX, 2023. More details can be found on Sprout. We will also be hosting our second annual AP Staff Social in early May 2024! It was a huge hit last year and was a great time to meet other AP staff from across the university. Stay tuned for an email about the AP Social.

I also wanted to share a link to the [Human Resources Professional Development webpage](https://www.gvsu.edu/hro/professional-development-440.htm). This webpage provides details on professional development opportunities, mentorship opportunities, and resources for staff. \*\*\*Will also link to the AP PD Committee website once we have more resources available.

If you have any questions or would like to connect about ways to get involved, please do not hesitate to reach out. I hope to meet you at one of our upcoming events soon!