|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)**  Professional Development | | | [Pick the date]  Virtual Zoom Meeting at 3:00pm 9/5/2023 | | |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld (Chair), Natalie Trent, Paul Cullen, Johanna Swanson, Jeremy Paul, Liz Chase, Mayra Amaro-Alvarez, Ben Rhodes* | | | | | |
|  |  |  | | |  |
| **Topic/Issue** | **Discussion/Notes** | | | **Follow-Up/Action Required** | |
| Charges from the executive committee | * Continuation of the AP Socials (held at the end of the winter semester) * Improve welcoming new APs | | | * Hannah talk to executive committee about current welcome email sent to new AP staff \*\*Hannah talked to Dan about sending a follow up email after 6 months of employment tailored to professional development opportunities/upcoming events to help get new staff engaged with others. Let’s work on wording together at our next meeting. | |
| Discussion of Committee Goals | * Engaging professional development activity in the Fall semester. * Member of the AP committee attend the new hire orientation. HR hosts new hire orientation 3 times per year. Create a document of professional development opportunities. * Opportunities to connect current AP staff to job openings * More professional development opportunities, partnership with HR: <https://www.gvsu.edu/hro/talent-management-1165.htm#opportunities> (mentorship, more communication about opportunities) and partnership with faculty learning for non-credit bearing microcredentials. | | | * Hannah talk to Dan (chair of the AP exec committee) about a member attending the new hire orientation on Sept 22. \*\*Hannah talked to Dan and a member of the exec committee is planning to attend. We can get them a paper with prof dev opportunities. Hannah also plans to stop by the event at the beginning. It is Sept 22 from 10-12 in Kirkhof. I will try to have a draft ready before our next meeting. * **Brainstorm ahead of the next meeting for the November professional development sessions. (Roundtable, panel, LakerClub talk, etc).** | |
| **Next Meeting: September 19, 2023**  **Note: The Executive Committee meets with Dr. Mychal Coleman, Director of HR on October 3.** | | | | | |