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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)** Professional Development | October 21, 2022Virtual Zoom Meeting at 2:00 PM |
| *Members: Brianne Burke, Diane Miller, Hannah Schoenfeld(co-Chair), Natalie Trent & Mackenzie Prins (co-Chair)* |
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| **Topic/Issue** | **Discussion/Notes** | **Follow-Up/Action Required** |
| Introductions | * **Brianne** – Family Health Center, 6+ years at GVSU, 1st year on the committee
* **Diane** – Business Community Outreach Coordinator, Regional Math, and Science Center, 10+ years at GVSU,
* **Hannah** – Associate Registrar, 5+ years at GVSU, 1st year on the committee
* **Natalie** – Talent Management Analyst in Human Resources, 6+ years at GVSU, 3rd year on the committee
* **Mackenzie** – Academic Advisor in KCON, 6+ years at GVSU, 1st year on the committee
 | * N/A
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| Previous members fill in on how things went last year | * Created a [professional development website](https://www.gvsu.edu/hro/professional-development-440.htm)
* No charge was initially given to the subcommittee, Executive committee looks to PD committee to create their own charge
* COVID put a pause on committee work
 | * N/A
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| Purpose, goals, and tasks of the committee | * Offer professional development opportunities for the Grand Valley community
* Compile internal and external professional development opportunities for staff using common higher education organizations ([Student Affairs](https://www.studentaffairs.com/resources/websites/professional-associations/), [Higher Education](https://libguides.merrimack.edu/highereducation/ProfessionalOrganizations))
* Use the university core competencies to drive future charges
 | * Need to learn more about what other people are involved in
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| Potential PD topics and ideas | * We have an opportunity to partner with Talent Management in HR
* Use the AP survey results to drive future charges
* Promote professional development opportunities already offered through GVSU
* AP [Professional Development leave](https://www.gvsu.edu/policies/policy.htm?policyId=B1BA4A48-FB9D-9464-D0E13E0715BC3ACD) (sabbatical for staff)
* Badges for staff that mirror [faculty badges](https://www.gvsu.edu/facultybadges/) (i.e. Leadership, technical skills)
* Mentorship program for new leaders or supervisors
* Leverage survey results and [chamber professional development](https://grandhavenchamber.org/learn/leadership-connect/)
 | * Hannah – begin a discussion about faculty badges
* Diane – compile information on mentoring
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| How to review survey results | * Following up with Executive Committee about how results will be organized
* Will send out to each member to review before the next meeting
 | * Bring up at Executive committee meeting on 10/27
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| Set up future meeting times | * Once a month
 | * Mackenzie – send out zoom invites
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| Tasks for the next meeting | * Hannah – Begin discussion around faculty badges
* Natalie - Review lists of professional organizations and professional development opportunities
* Everyone - Review survey results before the meeting (if application)
* Diane - Compile a list of mentoring information
* Everyone – brainstorm topics for potential staff badges
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| **Next Meeting(s):** November 8 at 3:00, December 13 at 3:00, January 17 at 3:00, February 14th at 3:00, March 14th at 3:00PM |
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