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| **[Administrative Professionals Committee](https://www.gvsu.edu/ap)**  Professional Development | | | October 21, 2022  Virtual 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| Set up future meeting times | * Once a month | | | * Mackenzie – send out zoom invites | |
| 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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