



PROFESSIONAL DEVELOPMENT COMMITTEE

MARCH 6, 2025, AT 9:00 AM, TEAMS

MINUTES

Helena College Mission: Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Professional Development Committee Mission: The Helena College Professional Development Committee distributes allocated professional development funds in order to maximize individual professional development and educational/instructional benefit for the college.

Professional Development Committee Objectives:

1. Improve campus-wide professional development
2. Enhance quality of education and help maintain currency of course curriculum
3. Allocate funds in a consistent, equitable manner

Attendees

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| <input checked="" type="checkbox"/> Marika Adamek , Assistant Registrar | <input checked="" type="checkbox"/> Jessie Pate , Chair, Director of Institutional Research & Effectiveness |
| <input checked="" type="checkbox"/> Bill Hallinan , Computer Science Instructor | |
| <input checked="" type="checkbox"/> Beau Howard , Accounting Associate IV | <input checked="" type="checkbox"/> Larry Taylor , Anatomy & Physiology Instructor |
| <input checked="" type="checkbox"/> Amy Kong , Director of eLearning & Faculty Development | <input checked="" type="checkbox"/> Mary Twardos , Human Resources Generalist |

Pre-Reads and Supplemental Materials

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| • PDC Minutes 20250306 | • DRAFT PDC Bylaws 20241106 |
| • AY2425 PD Calendar | • DRAFT PDC Funding Guidelines AY2425 |

Agenda

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1. Approve February minutes – Members will review by noon 3/7
 2. Feig Application
 - a. Some important considerations for future applications arose:
 - i. Should the committee set a maximum amount to fund an individual? Review past few years of applications to determine typical # of applicants and range of amounts awarded
 - ii. How is the minimum score to receive funding calculated? Average? Median? # of Yes votes? Review past rubrics and committee decisions to see how it has been handled in the past
 - b. Following a thorough discussion, the committee will award half of the requested amount, or \$2500. Rationale: Committee has limited funds to be used across campus, value to the college is recognized, but also seen as a somewhat narrow scope given the amount requested.
 - i. Marika moved, Amy seconded, motion carried.
 3. Offerings for the year
 - a. March

- i. DEI MMM recommendations – Sandy decided it was best to not include DEI PD recommendations at this time
 - 1. Lots of PD & training has been happening across campus, okay to take a break from MMM
 - 2. Let's just share remaining funds and promote apps
- ii. Excel workshop with Jessie & Cari? - deferred for now
- b. April: Student Experiences and Team Building
 - i. Management/Team Building:
 - 1. Marika volunteered to share recommendations in MMM – LinkedIn, NISOD about leadership, communication, working with others, etc
 - 2. All-campus team-building update from Marika
 - a. Marika has experience firsthand with power of games for team building (specifically activities used in theater). She is not currently in a position to lead something here at HC, but has community members in mind that might be able/interested.
 - b. Vision: Mandatory all-campus event - 3-5 stations where people rotate through over the course of an hour
 - c. End of the school year is not the best time to do team building – Plan something for ID Days?
 - d. PDC broadly supportive of idea. Jessie will talk to Sandy about it, including appropriate stipends for outside facilitators
 - c. Idea for next year: "Passport" to learn from peers across campus?
 - d. Also considering putting PD interest survey out at the end of spring for next AY
- 4. Bylaws -- TABLED
- 5. Application and scoring -- TABLED
- 6. Expense tracking -- TABLED
- 7. Guidelines - TABLED
- 8. Do we need a procedures document to help new chairs, members, etc? - TABLED
- 9. Next meeting: Thursday April 3
 - a. Bylaws!!
 - b. Discuss putting interest survey out in spring rather than at the beginning of the fall
 - c. Update on Team Building idea