



## PROFESSIONAL DEVELOPMENT COMMITTEE

APRIL 3, 2025, AT 9:00 AM, DON FISHBOWL

### MINUTES

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

### Pre-Reads and Supplemental Materials

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|---------------------------------------|---|
| • PDC Minutes 20250306                | • PDC Funding 5-Year History 2021 to 2425 |
| • DRAFT PDC Bylaws 20241106           | • PDC Voting History 2021 to 2425         |
| • DRAFT PDC Funding Guidelines AY2425 |   |

### Agenda

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1. Approve March minutes – Members will review by EOD 4/4 - approved
  2. Offerings
    - a. Theater-inspired team-building broadly supported by Cabinet
      - i. Fall or spring IDD, two to three mixed groups to support coverage
      - ii. Check with UM about any limits on honoraria
      - iii. Marika will research options, both locally and regionally
      - iv. Examples – theater games that build communication/trust
      - v. Thinking we want about an hour and a half
    - b. Consider putting PD interest survey out soon for next AY
      - i. Yes – Beau will send to SS, Amy will send to Directors and Faculty
      - ii. Amy will send survey out to committee first for input, try to get survey out April 10-18
  3. Bylaws
    - a. DRAFT bylaws include proposed changes to mission and objectives

- i. Consideration: faculty members not expected to participate over summer – we still have a quorum to vote on funding, but do not have faculty representation – is this a major issue? If so, what’s the alternative? No apps until semester starts?
    - ii. Do we need a treasurer to track PD spending?
  - b. Do we want to keep bylaws and funding guidelines separate? How do these documents work together? *General consensus to keep these separate*
- 4. Application and scoring
  - a. Repeat applicants (same person different event each year or same person same event each year)
    - i. Suggestion to change the scoring rubric to either assign more weight to previously funded opportunities or change the scale so that the more you get the fewer points you get
    - ii. Suggestion to cap max amount of money to award to one person in a certain time period (eg 3- or 5-year period)
    - iii. Is it about the money spent or the number of opportunities?
    - iv. Other thoughts?
  - b. Add a field for supervisors to leave comments?
- 5. Expense tracking
  - a. Do we need to change procedure to require applicants submit expense reports to support better tracking?
  - b. Do we need a treasurer to track actual PD spending?
  - c. Or just return to practice of chair/treasurer actually signing documentation, rather than allowing the letter to serve as signature (would then be a reminder for signer to record expenses)
- 6. Guidelines
  - a. Need to make updates to guidelines based on conversations about feedback, application, scoring, and bylaws.
- 7. Do we need a procedures document to help new chairs, members, etc?
  - a. For example, our new procedures for prepay – how do we make sure we remember this?
- 8. Next meeting: Thursday May 1
  - a. Summer meetings
  - b. Membership for next year
  - c. Chair for next year