PROFESSIONAL DEVELOPMENT COMMITTEE
DECEMBER 17, 2025, AT 1:00 PM, DON FISHBOWL & TEAMS
AGENDA

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 funds to support both individual growth and campus-wide initiatives, ensuring the greatest impact for the college's educational, instructional, and professional development goals.

Professional Development Committee Objectives:
1. Allocate professional development funds based on clearly defined criteria to ensure consistent and equitable distribution among applicants.
2. Strengthen campus-wide professional development by offering targeted workshops and training sessions that address the diverse needs of all employees.
3. Enhance the quality of education by supporting faculty, staff, and directors in incorporating current best practices and updated industry standards into their curriculum and operations.

Attendees

☒ **Marika Adamek**, Assistant Registrar
☒ **Beau Howard**, Accounting Associate IV
☒ **Amy Kong**, Director of eLearning & Faculty Development
☒ **Jessie Pate**, Chair, Director of Institutional Research & Effectiveness

☒ **Sevda Raghib**, Director of Nursing
☐ **Larry Taylor**, Anatomy & Physiology Instructor
☒ **Mary Twardos**, Human Resources Generalist
☐ **Glen Zeigler**, Welding Instructor

Pre-Reads and Supplemental Materials in Team Files

- PDC Minutes 20251119

Agenda

Approve Minutes
- November 19, 2025 – Marika moved, Beau seconded, approved

Budget Update
- Budget: About $6,100 remaining to allocate.
- Announcements/reminders about available funds in MMM, Teams in January?
  - Mary will write up an announcement to go in the 1/12 and 1/26 MMM and share in the team. Beau will also provide a statement from Budget Council that regularly recurring PD expenses should be in department budgets.

Theater Games at HC – Marika
- Email invite (email from MA 12/8/2025)
  - Jessie will send an email invitation and two calendar invites to HC Staff and HC Faculty, asking all employees to sign up for one of the two invites. There will be language reminding supervisors to coordinate with their areas for coverage. Ask for RSVP by 1/7 at noon. Amy

and Marika will then use a tool to divide attendees randomly into two groups for each session. New calendar invites will be sent out informing participants of which room they are assigned to.

- Update on financials/contracts
  - All but one of the facilitators has registered with PaymentWorks.
  - In the meantime, Marika will draft the Statements of Work so they can be uploaded as soon as everyone is in PaymentWorks.

Offerings for the Year

- Updates on available PD around top topics
  - Communication – covered in ACUE Teaching Certification modules, possibly also Learning Commons
  - Ed Tech - covered in ACUE Teaching Certification modules, possibly also Learning Commons
  - Data Literacy - covered in ACUE Teaching Certification modules, possibly also Learning Commons
  - Student wellbeing – tabled for January, when Katelynn will be joining to discuss ideas
  - MacMillan Learning – after further research, it doesn't have much available without a subscription

Resources to Support Supervisors in Approving PD Apps

- Both the step-by-step and how-to, and a list of things to consider
  - Supervisors should be looking at time away/coverage, regularity of attendance, benefit to department
  - Consider inviting supervisors to meeting if we need to discuss or potentially deny
- Discussion
  - Can we add checklist to the application form for supervisors to indicate they have considered the following in approving? Amy will investigate.
    - Time away from office/classroom
    - Suitable coverage available
    - Activity is relevant to position
    - Other funding sources have been discussed
    - If this activity proves to be an annual event, the department will budget funding going forward
  - Amy will re-visit the issue of supervisors not receiving notifications of new applications for approval with Vector customer support. We might be able to have some reminders about what supervisors are expected to do in that email notification.
    - She will also ask Vector to remove the "Vector Trainings" tab from the PD Tracking page, since we no longer have the LMS side of the platform.

Next meeting

- Wednesday, January 21, at 1:00 PM in DON Fishbowl
  - Katelynn
  - Spring topic: Is Vector PD worth the time and money put into it for what we get out of it?
    - Consider training admin to host PD events
    - Is Microsoft Forms a suitable platform for PD apps if we don't use vector?

- % of employees using it