

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
BREVARD COMMUNITY COLLEGE**

Thursday, September 13, 2012 (9:15 a.m.—10:24 a.m.)
MINUTES

Present: Norma Rudmik, Chris Muro, Crisina Moisii, Chris Harvey, Paula Pino, Marilyn Cook, & Dr. Phil Simpson

Motions enacted:

Two motions were made to elect a Secretary and Vice-chair. Chris Muro was elected secretary and Cristina Moisii was chosen as Vice-Chair.

Professional Development Survey Information:

Marilyn Cook has been working with Dr. Miedema to plan the roll out for professional development sessions. They are placing emphasis upon the desires of the faculty as demonstrated in the survey I at the Spring Welcome Back. One of the biggest areas on concern and focus will be on implementing and effectively utilizing technology in the classroom.

A fall 2012 seminar on Technology in the Classroom hosted by Liz Craft and Marilyn Cook is being prepared. It will be a foundation level with other opportunities to follow. Marilyn will be demonstrating how to put video, audio and visual enhancements into PowerPoint presentations.

In the spring 2013, a seminar on preserving academic honesty in the classroom will be presented. This event will include best practices from faculty, student code of conduct, & the Student Handbook. Also we recommended a section on disabilities and behavior. Dr. Chris Harvey recommended that a demonstration for the use of "podcasting" or MP3 audio files for course enhancement should be added to the seminar on technology in the classroom.

Other seminar topics include but are not limited to: Assessing student learning, addressing different learning styles, and effective classroom management techniques.

Committee members should be thinking of possible facilitators to conduct these seminars as well as the development of specific content that should be included. Members should make notes and be prepared to discuss them at our next meeting. The next meeting will be in the Melbourne Library on Friday, Oct. 19th at 9:00am.

Second item is to ask colleagues about material they add to their syllabus for classroom management and policies that encourage and assess academic honesty in the classroom. A discussion of best practices should follow.

Next meeting October 19th, 9:00 a.m. in the Melbourne Library.