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| **Committee:** | Professional Development | **Meeting Year:** | 2019 |
| **Committee Leadership** |
| **Name** | **Position** |
| **2018-19** | **2018-19** |
| Kristin Stair | Chair |  |
| Carla Jagger | Vice Chair | Chair |
| Shelli Rampold | Secretary | Vice Chair |

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| **Activities Planned** | **Date to be****Completed** | **Responsible Individual(s)** | **Estimated Cost** |
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| **Comments/Discussion Items:** |
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| I. | Call to Order |
|  | Meeting called to order by Dr. Kristin Stair |
| II. | Old Business: 1. Review graduate student breakfast.

A conversation and feedback about graduate student breakfast 2019. Committee participants liked the formal invitation, being made to sit not with their own group, and the informal discussion format. Recommendations for next year: formality to prevent oversharers and undersharers, perhaps training for faculty disscussants, prompts for undergraduate students, rename it as “graduate/undergraduate” breakfast. 1. Preview professional development sessions.

A conversation about the format of the professional development sessions and methods of evaluating members satisfaction with PD sessions. * Survey of professional development – could perhaps include it with the conference evaluation survey.
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| II. | Next year:1. Graduate student breakfast
2. Professional development
	1. Proposed topic of inclusion and diversity as next year’s pd topic
	2. Proposed networking “business card opportunity”
3. New Committee leadership:

Chair: Carla JaggerVice Chair: Shelli RampoldSecretary: Marshal Baker |
| III. | Action items:No action items |

Meeting adjourned. Review of minutes by Dr. Rampold.  |