**Professional Development Team Meeting Summary**

**Wednesday, July 11, 2012**

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| Team Members Present:  Laura Carlson  Mandy Albrecht  Gretchen Busl  John Lubker  Amanda McKendree  Kevin Mueller  Ann Amico Moran  Karen Putt  Bianca Schonberg  Cheri Smith | Team Members Absent:  Judy Bemenderfer  Matthew Capadevielle  Erin Drew  Melinda Gormley  Stew Markel  Connie Mick |

Highlighted Items of Discussion:

**Team Irish Award**

Laura announced the team won a Presidential Team Irish Award, and provided refreshments for a celebration. More details will be provided about the award and recognition.

**Annual Report**

The Professional Development Annual Report for 2011-12 is complete. Copies will be distributed to the team on July 18. The team discussed distribution of the report. Potential recipients include:

* Professional Development Team
* Graduate School Leadership
* Advisory Council
* Graduate School Committee
* Development
* Faculty Teaching Workshops
* Kaneb Faculty Fellows
* Department Chairs

**Postdoc Web Site**

A focus group of postdocs will be meeting on Monday in the Graduate School suite to explore the postdoc web site. If any team members would like to attend, please let Karen know by Friday, July 13.

**Calendar/Targeted Marketing**

The team will soon receive a document outlining the procedure for completing the google doc for events. The team reviewed the calendar, and the process that will be followed. Some comments included how changes will be monitored and how to track changes (which will be included in the team document). The document will be sent out early next week.

**Checklist Revisions**

The current Checklist was reviewed to see what changes should be made for the upcoming year. Laura distributed a document with a “progress grid” from the University of Kansas History Department. The team reviewed the document for possible items for inclusion in the checklist. Team members should review the checklist and provide any suggestions for additions, deletions, or other changes by July 18. The checklist needs to be revised and printed in time for Orientation.

**Digication Project**

The team reviewed the two templates for tracking student’s professional development progress. The team agreed the second template was more user-friendly, and that overall having one place for professional materials would be beneficial to students. Some on the team thought that providing just the checklist would be a good starting point.

It was suggested that a focus group of students in different disciplines and years be assembled to see if students would use a program like this to track their professional development progress.

**Ethics Café**

The first Ethics Café will be held in September. The format will be a movie showing and a discussion. Laura offered to arrange an afternoon screening of the movie if the team members are interested.

**Conflict and Resolution Workshop**

At the July 18th meeting, the content and format of the conflict and resolution workshop will be discussed. Two representatives from HR (Lori Mauer and Tammy Freeman) have been invited to the meeting, so they can share their perspective on running these types of workshops.

MSU has a workshop dealing with this topic, and the team will review their format at the meeting. Handouts of their program will be available, and the team will view short vignettes from their web site.

There was discussion of the possibility of bringing in an outside speaker for the workshop (Ury was suggested as a possible speaker). It was mentioned that there are videos on youtube featuring him discussing the book.

**Book Discussion**

The team had a short discussion on “Getting Past No.” The discussion will continue next week. Team members are asked to bring one key point from the book that they feel is critical to negotiations.

**Action Items**

* **RSVP to Karen for Postdoc website review, if interested**
* **Bring checklist revisions to 7/18 meeting, or send to Karen ahead of time**
* **Send Laura any feedback on Digication project**
* **Send Laura a note if you are interested in a screening of the Ethics Café movie**
* **Finish reading “Getting Past No” if you have not already done so**
* **For July 18 meeting, bring one key point from “Getting Past No” that you feel is critical to negotiations.**