

Dewar COEHS Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COEHS policies and procedures.

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Committee/Group Name: COEHS Professional Development Committee

Chairperson/Responsible Contact: Dr. Herbert Fiester – hrfiester@valdosta.edu

Purpose of the Meeting: Monthly Program Meeting / (Other)

Date:

Time:

Location:

Departments/Groups/Agencies Represented:

Dr. Herbert Fiester- CLT; Dr. Kenny Ott – ACED; Dr. Lynn Adams – SLP; Dr. Debbie Paine-MSRD.

Primary Outcomes:

Reviewed and approved the mission of the professional development committee.

Reviewed, discussed, and adopted the proposed PD plan with the understanding as more information is accrued from additional sources this component could change.

Reviewed and amended survey questions that will be sent to all COEHS faculty. Major change – adding a question related to current perceptions of how PD meets faculty needs.

Actionable Items/Planned Follow-up:

Survey questions will be sent to Dr. Scheffler so it can be constructed through Qualtrics.

Timeline for survey distribution and collection of data.

Meeting time established for 9:00 am on Wednesday, but next date will need to be determined based on next steps with the survey creation and distribution.