AAAE Professional Development Committee 3:15 PM, May 27, 2004 Adam's Mark Hotel St. Louis

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After a discussion regarding the lack of clarity of the official membership of the Professional Development Committee, it was recommended that the Regional Vice President and Secretary communicate with the AAAE President after each Regional meeting to establish an official membership list for each committee.

Award nominations, submission, and selection were discussed. It was recommended that each regional secretary submit nominees for national awards no later than March 1. Regions which meet after March 1 would be expected to select their nominees at their annual meeting as needed and submit them a year in advance.

The committee discussed the Professional Development pre-session that took place in Orlando in December and determined that a two session format was preferential. Further discussion clarified that the reason why a pre-session was not held this year was due to the short turn-around time between December and May and because the budget for the session for this fiscal year had already been spent.

Further discussion of the pre-session for May 2005 included the possibility of holding $\frac{1}{2}$ day timeslot for an extended SIG discussion.

The consensus of the group was that planning a pre-session for the May 2005 conference was difficult without knowing the schedule for the conference, so AAAE President-Elect Ed Osborne was asked to join the committee to discuss his tentative plans for the 2005 Conference.

After receiving input from and providing feedback to Dr. Osborne, the committee recommended that the chair of the Professional Development committee work with Dr. Osborne and the AAAE Executive board to schedule a pre-session workshop time. The committee further recommends that the Professional Development chair poll the membership via email to solicit input for potential pre-session topics.

Potential topics discussed by the committee included either extended SIG meetings or carousel discussions focusing on teaching methods, class content, and course delivery strategies of selected classes of interest

A motion was made by Andy Baker seconded by Richard Joerger to retain Barry Croom and Shannon Washburn as committee chair and secretary respectively through the 2005 conference.

A motion was made by Tracy Hoover to recommend that the regional leadership review the constitutional revisions on committee structure and ensure that all regional positions are filled. It was also recommended that a comprehensive list of regional committee representatives and their email addresses be forwarded to the National Secretary for display on the AAAE website.

A recommendation was made that each regional professional development committee submit to the AAAE webmaster a summary of their professional development activities to serve as an idea exchange for other regions and the national committee.

Due to the annual challenge of filling officer positions, a recommendation was made that each regional professional development committee select one member who will assist with nominations for AAAE offices. Kyle McGregor will serve in this capacity from the Western region for the upcoming year and names are needed from the other two regions.

Richard Joerger raised a question about the need for a framework for professional development at the various stages of professional life.

Meeting adjourned at 4:30 pm.