

## 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. Lynn Adams – SLP; Dr. Debbie Paine-MSRD; Dr. Hanae Kanno; Dr. Anthony Scheffler

**Primary Outcomes:**

Reviewed highlights of the PD survey administered in spring 2014.

Discussed impact quality GA’s can have on the work of the faculty – this was mentioned several times in the comments from the survey.

Discussed the components of the COEHS Professional Development Plan, and who should be aware of the needs of the COEHS faculty (Dean’s office, Academic Affairs, Employee and Organizational Development.)

**Actionable Items/Planned Follow-up:**

Dr. Fiester will send out raw data from survey to committee.

Each member will take a selected question and make recommendations to the plan.

Goal to complete this process by the end of the semester.