**PD Committee Teleconference Meeting**

**Friday, November 4, 2011**

2:00 pm – 3:00 pm

**Meeting Notes**

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| **Committee members present:** |
| √ | ChairMary Lou Rainville, Dean Member of the OCASA Board | Canadore College |
|  | Toni Biniaris Controller | Confederation College |
|  | Vertha Coligan, Chair, Architecture, Civil & Building Science; Acting Chair, Applied Science & Environmental Technology | Algonquin College |
| √ | Ann DrennanDean, School of General Arts & Science  | Fleming College |
| √ | Anne-Marie McAllister, Manager, Organizational LearningHealthy Workplace Leader | Georgian College |
| √ | Gene StodolakDirector, Cooperative Education Partnerships | Mohawk College |
| √ | Resource: Diane Posterski (OCASA) |  |

**Main task of this committee:**

To clarify a strategic focus, and begin the work of developing a strategic/operational plan for OCASA’s efforts in supporting, promoting and providing PD for administrative staff.

| **Meeting Notes** |
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|  | **Welcome/introduction**Anne, Mary Lou and Gene provided their background and interest in professional development. It was noted that there is a shared passion for this issue and a lack of opportunity for many administrators.  |
|  | **Review agenda**No changes were made. |
|  | **Strategic directions discussion**The discussion focused on mentorship, noting the following: * we need a strategic focus
* we need to know what currently exists and what is needed
* possible needs includ skills expertise, experience in the system and in a role
* it would be great to have support of CoP, and other stakeholders
* it would be useful to have a framework for mentoring worked out
* this fits in with the issue of succession planning, and ongoing support in roles
* we considered possible barriers, including “competitiveness” of colleges, cost of program, and limited resources of OCASA
* it needs to bring value-added to OCASA membership and to the colleges
* a survey of members would tap into real need and demand to help develop a program (and help to promote the initiative)
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|  | **Proposal for Board (November 17)**See below in next steps.  |
|  | **Next steps:*** Diane will draft a survey and circulate with the committee by November 10.
* Committee will respond with feedback by November 15.
* Mary Lou will speak to this at the Board meeting November 17, and ask for feedback.
* The survey will be open to members in January.
* Consideration will be given to incorporating this theme into the June conference.
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|  | Next meeting:Thursday, December 1 11:30 am – 12:30 pm  |