**PD Committee Teleconference Meeting**

**Friday, November 4, 2011**

2:00 pm – 3:00 pm

**Meeting Notes**

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| **Committee members present:** | | |
| √ | Chair  Mary 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 Drennan  Dean, School of General Arts & Science | Fleming College |
| √ | Anne-Marie McAllister, Manager, Organizational Learning  Healthy Workplace Leader | Georgian College |
| √ | Gene Stodolak  Director, 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) |
|  | **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. |
|  | Next meeting:  Thursday, December 1  11:30 am – 12:30 pm |