I. Meeting Dates

Spring 2016 Meeting Dates: 1/20, 2/10 (cancelled due to weather), 2/24, 3/9, 3/30, 4/20

II. Committee members

Susan Evans
Rita Phillips
Ken Fairbanks
Karla Yates
Jason Settle
Shawn McReynolds
Natasha Puckett
Tracy McAfee
Jamie Edwards

III. Approval of 1.20.2016 minutes

IV. Committee Charges for Spring 2016

a. Finalize content and structure of Tiered Professional Development Plan
   i. Creation of a Manual???
   ii. Proposed Schedule and Budget
      1. TOTAL Courses -
      2. QM Certifications – 17 FT faculty ($200/$300)

b. Work with appropriate administrators to establish a timeline for implementation of Tiered PD Plan
   i. Establish a target % of FT faculty that will complete each tier, timeframe for meeting target
   ii. Establish a protocol for implementing Tiered PD Plan as part of all FT faculty evaluation
   iii. Develop a system of documentation and recognition
   iv. Develop WCC criteria that should be met in order to “qualify” as a WCC online instructor
c. Create WCC4ME course included in Tier 1 certification
   i. Content
   ii. Method of Delivery
   iii. Certification

V. Next meeting Wednesday March 9