

NOTES FROM Nov. 13 MEETING OF TAKOMA PARK/SILVER SPRING ELITE ADVISORY GROUP

Attending:

Philip Bonner

Paul Miller

Margaret Shrager

Richelle Charles

Megan Calvert

Corinne Smith

Mitchell Tropin

Paul Miller introduced himself as new director of professional development. He spoke on how his office hopes to develop new programs and workshops, building on the college's experience with the COVID-19 pandemic.

Margaret Shrager was introduced as a new member of the TP/SS Advisory Group.

Phillip Bonner said the group will continue to focus on higher workshop attendance, noting that the availability of attending workshops remotely through ZOOM has increased attendance. The ease of entrance has apparently made a big difference.

Bonner noted that a recent pedagogical discussion drew 14 attendees and that a workshop on pronouns also experienced strong attendance.

Looking forward, the group will be holding workshops that are part of the "Small Change, Big Effect" series. A discussion of providing remote feedback is scheduled for Dec. 18.

Discussions then turned to the Professional Development Week for the Spring 2021 semester. Several projects are in the pipeline including one of developing outcomes for classes and providing WDCE faculty with tips they can share with their students on better business communications.

Other Projects for Professional Development Week include:

- * time management strategies;
- * How to a professional in a personal world;
- * How to teach a 7 week course that covers 14 weeks of materials.

Megan Calvert spoke about her work on workshops for WDCE to help new instructors be more effective in their classes. She said she is developing instructional materials on ice breakers, creating videos, and other basics of good teaching.
