

TCCTA Professional Development Committee Meeting
In conjunction with the 32nd Annual TCCTA Fall Faculty Leadership
Conference

Agenda

October 7, 2011 1pm – Austin Omni Hotel, Room Omni E

I. Welcome

II. Introductions–Committee Members (special guests)

- **Contact List–Check for corrections**
- **TCCTA Expense Voucher (complete and return to Carole by mail or fax)**

III. Choosing a Committee Secretary

IV. Review–Duties and Responsibilities of PDC

V. Announcements

- **Evaluation Summary–2011 “Great Teaching Roundup”**
- **Evaluation Summary–2011 “Leading from the Middle”**
- **TCCTA 65th Annual Convention–March 1–3, 2012–Emabssy Suites Hotel and Convention Center, Frisco, TX**

VI. Fall Faculty Leadership Conference: Our Responsibilities

(Thank you–Fall Conference Planning Committee)

Friday Afternoon–Registration begins at 2:30pm

- **Registration (need 3 people)**
- **Greeters (need 2 people)**
- **Breakout for Faculty Leaders (need 1 person to collect Q & A cards for Essie)**

Saturday Morning– Registration begins at 8am

- Registration (need 2 people)
- Greeters (need 2 people)

VII. TCCTA Annual Convention: Our Responsibilities

- Thursday night banquet – collect tickets (need 3 people)
- Greeters (need 2 people)
- Friday Morning Gifts and Lightening Talks (everybody)

All members are encouraged to secure GIFTS presenters and have them to e-mail Essie Childers a brief proposal describing their presentation by December 1, 2011. Submission of a proposal does not mean the presenter will be automatically selected. We want to make sure that there is a nice variation of disciplines. Presenters will be notified by Essie or Carol before December 15, 2011. We would like to have at least 15 presenters.

Observation comments from 2011 Gifts/Lightening Talks (attached)

Jada Hill volunteered to make signs for all the tables with presenter's names and number.

- Professional Development Seminar (need 2-3 people)

VIII. Other Business