

1989

## Professional Development Committee 1986

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Professional Development Committee

**Inclusive Dates:** 1986

**Format:** \_\_\_ Bound    X Loose

**Order:** \_\_\_ Alpha    X Chronological    \_\_\_ Numerical

**Index:** \_\_\_ Included    \_\_\_ Separate    X None

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### *Notes*

1. Colored Ink

Summary of  
Evaluation Form

Managing Change As A Part of Organizational Development

January 9, 1986

Please complete this questionnaire. Your reactions and comments about this workshop will be helpful to us in planning future training programs. Thank you for participating in the workshop and for taking the time to answer the following questions.

1. Was the subject matter pertinent to your needs and interests?

11 To a great extent       8 To some extent       No

2. Was the material presented clearly?

12 To a great extent       7 To some extent       No

3. Was the program well-organized?

9 To a great extent       9 To some extent       1 No

4. Was the length of the workshop adequate to cover the material?

2 Needed more time       15 Just about right       Needed less time

5. Overall, did the workshop meet your expectations?

7 To a great extent       10 To some extent       2 No

If not, what did you expect?

6. What is your overall rating of this workshop?

4 Excellent       5 Very Good       7 Good       2 Fair       Poor

7. What would have made the workshop more effective?

8. What follow-up sessions would be useful?

9. What other training topics would be very useful or of great interest to you?

10. General comments:

Please return the completed questionnaire as soon as possible to Susan Caldwell, Administrative Staff Personnel Services, 911 Administration Building.

Thank you.  
GEN5

5. Overall, did the workshop meet your expectations?

If not, what did you expect?

It did not tackle the real problems of change--what to do if the boss orders a change when it is unpalatable or wrong.

More information on how to present new ideas or notification of changes so that they are more readily received--more psychological/behavioral information of "how to's" for successful introduction--strategies--what to say, etc. How not to present things, etc.

Expected situations presented to us and we would react (role-playing) and then our reactions would have been analyzed and helpful hints given. Most of the information was common sense.

More practical suggestions--although I realize that is difficult when the topic is broad. "Change" in an office can occur in many different forms.

Each organization is different, therefore each set of action must be tailored to the organizations. Good models and approaches but need greater flexibility to accomodate group dynamics.

7. What would have made the workshop more effective?

Examples of types of change that occur in an office, how not to handle the implementation of the change, how changes are sometimes implemented poorly.

Workshop involved classical change not ideas. I was hoping there might be some new development.

No discussion of written exercise.

Wayne gave an excellent presentation, the right amount of info mixed with humor. Can't really think of anything that needed improvement.

Wayne had a super attitude, he made the workshop effective, there is nothing that could have been done to improve the effectiveness.

Less pessimistic/sarcastic attitude toward financial matters on campus.

More audience input, so Wayne could offer more specific advice.

To have a period where we are presented with a change to implement (maybe one per a group of people) and follow through. Have an opportunity to work through a hypothetical situation with the expert available for input and guidance.

More specifics - examples

8. What follow-up sessions would be useful?

Planning for change - practical (anticipated, real)

Stress management during "transitional phase" of organizational change

Should be offered each year.

9. What other training topics would be very useful or of great interest to you?



Sensitivity workshops concerning relationships with Hispanic and Black colleagues.

Time management.

Planning for retirement.

Networking (internal) Time-management

Professional/career development

AV equipment training/role of IMC on campus

Crisis management

Resolving conflict

University budget process

University financial operation

10. General Comments

It seems university people should be way ahead in the investigation and proposal of innovation in management - not just in tagging along with old textbook theories.

Keep it up! This is very useful.

This is one of the best workshops that I have attended so far. Wayne did an excellent job of focusing on the topic and individualizing for specific areas - as much as participants would input for him.

The timing between semesters was very good.

More information regarding topics should be made available so as to encourage supervisors to attend.

I think these programs are very informative.



Bowling Green State University

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403-0086  
(419) 372-2558  
Cable: BGSUOH

January 13, 1986

MEMORANDUM

TO: Administrative Staff Members  
FROM: Susan Caldwell, Director *Susan Caldwell*  
Administrative Staff Personnel Services  
SUBJ: Tour of the Technology Building

Barry Piersol, Director of Cooperative Education, will conduct a tour of the Technology Building for our next luncheon program on Wednesday, January 22. In addition to a tour of the facility, he will provide an overview of Technology programs and the College of Technology Cooperative Education function.

The program will begin at 12:15 p.m. in the student lounge room 101 of the Technology Building. You are welcome to bring your lunch with you -- there will be time to eat before the tour begins. When you arrive at the Technology Building, enter the west wing of the building from ground level and upon entrance to the building you will be in the student lounge. The tour will be completed before 1:00 p.m. I hope you will be able to attend.

SC:mmb

**RECEIVED**  
**INSTITUTIONAL STUDIES**

**JAN 16 1986**



Bowling Green State University

February 7, 1986

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403-0086  
(419) 372-2558  
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Members

FROM: Susan Caldwell, Director *Susan Caldwell*  
Administrative Staff Personnel Services

SUBJ: Luncheon Program

On Tuesday, February 25, a luncheon program is planned for administrative staff members. The film "Meetings, Bloody Meetings" will be shown during the lunch hour in the Alumni Room of the University Union. Planning, running, and/or attending meetings are frequent occurrences in every job. This film addresses topics such as setting an agenda, accomplishing the purpose of a meeting, and conducting meetings in an effective manner. We plan to begin the film at 12:15 p.m.; it lasts approximately a half hour, so there will be an opportunity for discussion or reactions to the film afterwards.

Boxed lunches will be available. They must be ordered ahead of time and can be picked up and paid for in the Alumni Room when you arrive. The following four boxed lunches will be offered:

- A. Ham and cheese on a hamburger bun, lettuce & tomato, chips, apple, cookies \$3.00
- B. Turkey on a hamburger bun, lettuce & tomato, chips, apple, cookies \$3.25
- C. Roast beef on a Kaiser roll, lettuce & tomato, chips, apple, cookies \$3.50
- D. Tuna salad sandwich, lettuce & tomato, chips, apple, cookies \$3.25

\*Chilled soda will be available for \$.50 extra.

If you want to order a boxed lunch, please call Marcia Buckenmyer at 2-2558 by noon on Friday, February 21, to let her know your selection. Lunches can be paid for with cash or University charge. I hope you will be able to attend this program and look forward to seeing you then.

SC:mmb



SUGGESTIONS FROM "MEETINGS BLOODY MEETINGS" ALONG WITH SELECTED QUOTES FROM "HOW TO RUN A MEETING"

PLAN

It would probably save no end of managerial time if every committee had to discuss its own dissolution once a year; and put up a case if it felt it should continue for another twelve months. If this requirement did nothing else, it would at least refocus the minds of the committee members on their purposes and objectives.

INFORM

At the start of the discussion of any item, the chairman should make it clear where the meeting should try to get to by the end. Are the members hoping to make a clear decision or firm recommendation? Is it a preliminary deliberation to give the members something to go away with and think about? Are they looking for a variety of different lines to be pursued outside the meeting? Do they have to approve the proposal, or merely note it?

PREPARE

A good meeting is not a series of dialogues between individual members and the chairman. Instead, it is a crossflow of discussion and debate, with the chairman occasionally guiding, mediating, probing, stimulating, and summarizing, but mostly letting the others thrash ideas out. However, the meeting must be a contention of ideas, not people.

STRUCTURE & CONTROL

At the end of the discussion of each agenda item, the chairman should give a brief and clear summary of what has been agreed on. This can act as the dictation of the actual minutes. It serves not merely to put the item on record, but also to help people realize that something worthwhile has been achieved. It also answers the question "Where did all that get us?"

SUMMARIZE & RECORD

Close on a note of achievement. Even if the final item is left unresolved, you can refer to an earlier item that was well resolved as you close the meeting and thank the group. Minutes should include these facts:

- \* The time and date of the meeting, where it was held, and who chaired it.
- \* Names of all present and apologies for absence.
- \* All agenda items (and other items) discussed and all decisions reached. If action was agreed on, record (and underline) the name of the person responsible for the assignment.
- \* The time at which the meeting ended.
- \* The date, time, and place of the next committee meeting.

*Diane Whitman*



Bowling Green State University

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403-0006  
(419) 372-2558  
Cable: BGSUOH

February 20, 1986

RECEIVED  
INSTITUTIONAL STUDIES

MEMOPANDUM

TO: Wayne Colvin, Director Greek Life Residential Services **FEB 24 1986**

FROM: Susan Caldwell, Director *Susan* Administrative Staff Personnel Services

SUBJ: Evaluation of Workshop

Wayne: Attached is a summary of the evaluations of the workshop you conducted last month for administrative staff. Overall, reaction to the program was very positive and I commend you for doing such a good job. I will share this summary of evaluations with the members of the Professional Development Committee of the Administrative Staff Council to assist them in planning for future workshops. If you would like to discuss these evaluations or possible follow-up programs with me or the committee, please don't hesitate to call. Thanks again for presenting such an interesting, thought-provoking program.

SC:mmb  
Attachment  
xc: Ruth Friend  
Jim Litwin  
Joan Morgan  
Joni Reed



Bowling Green State University

Institutional Studies  
Bowling Green, Ohio 43403  
Cable: BGSUOH

February 26, 1986

Duane Whitmire  
Director of Records  
Registration and Records

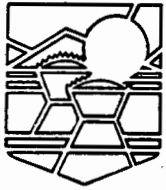
Dear Duane:

On behalf of the Professional Development Committee of the Administrative Staff Council, I wish to thank you for leading the discussion at our recent luncheon presentation centered on the film "Meetings, Bloody Meetings." Our workshops and presentations have been well attended and people like yourself who have accepted participatory roles have been greatly responsible for that success.

Sincerely,

James L. Litwin  
Chair, Professional Development Committee

xc: Cary Brewer  
Gregg DeCrane ✓  
Joan Morgan  
Ruth Friend  
Joni Reed  
Susan Caldwell



Bowling Green State University

March 18, 1986

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403-0086  
(419) 372-2558  
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Members

FROM: Susan Caldwell, Director *Susan Caldwell*  
Administrative Staff Personnel Services

SUBJ: Luncheon Program

On Wednesday, April 2, a luncheon program is planned for administrative staff members. Tyne Hyslop, Account Executive with Thomson McKinnon Securities, Inc. in Bowling Green, will speak on "Personal Financial Planning." She will discuss such topics as 1) understanding your IRA and alternatives, 2) deciding if tax-free accounts are right for you, and 3) getting the most from your income. Ms. Hyslop has taught courses on investing and financial planning through the BGSU Continuing Education program.

The luncheon program will be held in the Campus Room of the University Union on Wednesday, April 2 from noon to 1:00 p.m. Ms. Hyslop's presentation will begin at 12:15 p.m.; it will last approximately a half hour, so there will be an opportunity for questions or discussion afterwards.

Again, boxed lunches will be available. They must be ordered ahead of time and can be picked up and paid for in the Campus Room when you arrive for the program. The following four boxed lunches will be offered:

- |   |        |
|---|--------|
| A. Ham and cheese on a hamburger bun,<br>lettuce & tomato, chips, apple,<br>cookies | \$3.00 |
| B. Turkey on a hamburger bun, lettuce<br>& tomato, chips, apple, cookies            | \$3.25 |
| C. Roast beef on a Kaiser roll, lettuce<br>& tomato, chips, apple, cookies          | \$3.50 |
| D. Tuna salad sandwich, lettuce & tomato,<br>chips, apple, cookies                  | \$3.25 |

\*Chilled soda will be available for \$.50 extra.

If you want to order a boxed lunch, please call Marcia Buckenmyer at 2-2558 by noon on Monday, March 31, to let her know your selection. It is important that we provide an exact count on the number of lunches required. If you order a lunch and later find that you cannot attend, please call to cancel. I hope you will be able to attend this luncheon and look forward to seeing you.

SC:mmb



Bowling Green State University

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403-0086  
(419) 372-2558  
Cable: BGSUOH

April 21, 1986

MEMORANDUM

TO: Jim Bissland  
Pat Cleveland  
Kathy Hart  
Carney Strange

RECEIVED  
INSTITUTIONAL STUDIES

APR 23 1986

FROM: Susan Caldwell, Director, *Susan*  
Administrative Staff Personnel Services

SUBJ: Panel Discussion on Publishing and Presenting Papers

My thanks again to each of you for agreeing to serve as a panelist in a professional development program on publishing and presenting papers. As we discussed, the program is scheduled for Tuesday, May 20 from 10:00 a.m. - noon in Room 116 of the Business Administration Building. It will have a panel discussion/presentation format, with Jim Litwin serving as moderator. This program will be offered to administrative staff and is designed to provide information on the need, process, and benefits of publishing and presenting papers in one's professional field.

Among the topics that we decided should be covered are the following:

- Carney Strange - Role of theory, research, practice and evaluation in the advancement of one's field; politics of publishing; the place of writing in the "professional" model.
- Jim Bissland - Methodology of publishing; types of research models; systematic approaches to gathering information; improving image and self-esteem in the university community.
- Kathy Hart - Writing process; advantages of co-authorship; resources and equipment that can assist in writing.

Pat Cleveland - Presenting papers and how this differs from publishing articles; rewards of sharing information.

The order shown above is a suggestion based on the content of each panelist's presentation. If you have a preference for a different order, please let me know. We agreed to allow approximately 15 minutes for each panelist. After all panelists make their presentations, the program will be opened for questions and discussion.

I will prepare an announcement of the program for distribution within the next two weeks. As was requested, I will ask staff members to let me know if they plan to attend. I will send you a copy of that announcement when it goes out. An overhead projector will be available in the room. If you would like my office to type and/or duplicate any materials for you, please let me know.

Again, thank you for your willingness to participate in this panel discussion. The Professional Development Committee of the Administrative Staff Council selected this topic because of its importance in the professional enrichment of our administrative staff. Your expertise and experience in publishing and/or presenting papers will provide valuable information and encouragement. I look forward to seeing you on the 20th of May.

vf

XC: Jim Litwin ✓



Bowling Green State University

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403-0086  
(419) 372-2558  
Cable: BGSUOH

May 1, 1986

MEMORANDUM

TO: Administrative Staff Members

FROM: Susan Caldwell, Director *Susan Caldwell*  
Administrative Staff Personnel Services

A panel discussion on "Publishing and Presenting Papers" will be presented for administrative staff on Tuesday, May 20. This is the third in a series of professional development workshops sponsored during 1985-86 by the Administrative Staff Council and the Office of Administrative Staff Personnel Services. We have asked four of our colleagues at the University to serve as panelists and share their experiences and expertise in publishing articles and/or presenting professional papers. Our panelists will be Jim Bissland, Journalism; Pat Cleveland, Intercollegiate Athletics; Kathy Hart, English; and Carney Strange, College Student Personnel. Jim Litwin, Chair of the Professional Development Committee of the ASC, will serve as moderator.

The program will be held May 20 from 10:00 a.m. to Noon in Room 116 of the Business Administration Building. Among the topics that will be covered are publishing to advance one's professional field, the politics of publishing, methodology and approaches to gathering information, the writing process, preparing to present a paper, and the rewards and results of publishing or presenting papers. The Professional Development Committee of the Administrative Staff Council selected this topic because of its importance to the professional enrichment of administrative staff. Whether you have published articles in the past, are planning to in the future, or need some assistance to know how to begin, this program will be helpful to you. After the panelists make their presentations there will be time for questions and discussion.

Although reservations are not necessary, it will be helpful to know how many people will attend so that sufficient copies of handouts will be available. Please call Marcia Buckenmyer at 2-2558 to let us know if you will attend. I look forward to seeing you on May 20.

SC:mmb

WORKSHOP FOR ADMINISTRATIVE STAFF

Publishing Articles and Presenting Papers

Panel discussion: James Bissland, Pat Cleveland, Kathy Hart, Jim ~~moderator~~ ▲  
Litwin, Carney Strange

May 20, 1986, ~~TUESDAY~~ **WEDNESDAY**

~~10:00 AM~~ ~~9:00 AM~~ - Noon

Business Administration Building, Room 116

Topics to cover:

- Rewards of publishing or presenting papers
- Getting started (putting your ideas on paper, overcoming fears of rejection, taking the time)
- Different types of papers/presentations (what kind is right for you?)
- Where to publish or present papers (sources)
- Experiences of each panelist with publishing/presenting papers.

Program length and organization

Equipment/material needs - overhead projector, slide projector, other?

the politics of publishing  
the practice

Intro  
gather comments  
Bissland & methodology - quantitative vs qualitative  
electronic database  
Story 1 - the plan of writing the paper & role / broad  
pulling for intrinsic reasons \*  
[state] research format -  
Kathy - how to get started  
getting ready to write  
role of peer -  
Biss(?) differ between paper & presentation -

see  
stack of higher education -  
I don't know the title -  
I don't know how to start -



## Evaluation Form

## PUBLISHING AND PRESENTING PAPERS

May 20, 1986

Please complete this questionnaire. Your reactions and comments about this workshop will be helpful to us in planning future training programs. Thank you for participating in the workshop and for taking the time to answer the following questions.

1. Was the subject matter pertinent to your needs and interests?

13 To a great extent       8 To some extent       0 No

2. Was the material presented clearly?

18 To a great extent       3 To some extent       0 No

3. Was the program well-organized?

20 To a great extent       1 To some extent       0 No

4. Was the length of the workshop adequate to cover the material?

3 Needed more time       16 Just about right       2 Needed less time

5. Overall, did the workshop meet your expectations?

15 To a great extent       6 To some extent       0 No

If not, what did you expect?

6. What is your overall rating of this workshop?

6 Excellent       10 Very Good       2 Good       0 Fair       0 Poor

7. What would have made the workshop more effective?

- Slightly long
- Handouts for bibliography
- Met my needs for information
- Handouts
- Break between presentations
- Several topics were repeated - i.e., joy of publishing, journal targeting

8. What follow-up sessions would be useful?

- A session on research
- Research techniques
- Workshop where participants bring ideas for a potential publication - critiques and discussed

9. What other training topics would be very useful or of great interest to you?

- More computer programs next year
- Intra-university relations
- Dual career topics
- Parenting issues in light of professional responsibility
- Stress management
- Motivation - keeping motivated, motivating others
- Managing student, temporary personnel

10. General comments:

- Some real good ideas; very helpful
- Speakers were very informative
- Very nicely done
- Speakers were informative, organized, and well-spoken; I enjoyed it very much
- Well-organized workshop in reference to content and expectatons
- Very good
- Excellent presentations; extremely well organized
- Examples of publishes works could have been passed around
- Workshops, panels and lectures scheduled during the year\*

Please return the completed questionnaire as soon as possible to Susan Caldwell, Administrative Staff Personnel Services, 911 Administration Building.

Thank you.  
GEN5

\*have been most worthwhile and also a pleasant break to the workweek.

7. What would have made the workshop more effective?  
(continued)

Talented speakers; good ideas

Very well-organized; maybe concentrate on how to actually  
use data in research

Subject could be narrowed down to one or two specific aspects  
of writing or research



Bowling Green State University

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403  
(419) 372-2558  
Cable: BGSUOH

May 27, 1986

MEMORANDUM

TO: Ruth Friend  
Jim Litwin  
Joan Morgan  
Joni Reed

RECEIVED  
INSTITUTIONAL STUDIES

MAY 28 1986

FROM: Susan Caldwell, Director *Susan Caldwell*  
Administrative Staff Personnel Services

SUBJ: Report on Training Programs Offered During 1985-86

During 1985-86, three professional development workshops and five luncheon programs were offered to administrative staff members. The following is a summary of the attendance of these programs:

Workshops

Effective Writing Techniques (2 sessions - November)	33
Managing Change as a Part of Organizational Development (1 session - January)	23
Publishing and Presenting Papers (1 session - May)	28

*84*

Luncheon Series

Tour of Planetarium (October)	30
Overview of Academic Enhancement, Admissions, Minority Affairs (November)	25
Tour of Technology Building (January)	5
Film: "Meetings, Bloody Meetings" (February)	18
Personal Financial Planning (April)	35

*113*

The evaluations of the workshops were generally very positive. Although formal evaluations were not conducted following the luncheon programs, I have received many positive comments from staff members who attended them.

I appreciate the support and assistance you have provided me throughout the year in planning and organizing the professional development programs. We should all be very pleased with accomplishments of this past year. Thanks.

SC:mmb



Bowling Green State University

Institutional Studies  
Bowling Green, Ohio 43403  
Cable: BGSUOH

May 27, 1986

MEMORANDUM

TO: Gregg DeCrane, Chair, Administrative Staff Council

FROM: Jim Litwin, Chair, ASC Professional Development Committee

SUBJECT: The Near Future

Three members of the Professional Development Committee (Joan Morgan, Joni Reed, and myself) met today with Susan Caldwell to discuss professional development activities for the academic year 1986-87. I want to share some of our results with you.

First, we developed and reviewed a list of topics for next year's luncheon series and workshops. I would like to share this list with ASC members on June 5th and get a quick vote on their preferences. This "straw vote" will allow us to start planning.

Second, since my 3-year ASC term will be ending soon and Joan Morgan will be discontinuing her work on the Committee, the Professional Development Committee needs new members as soon as possible. Joni Reed has agreed to serve as Interim Chair (it is our unanimous recommendation that you ask her to serve in such a capacity). Also, you may wish to appoint two additional members from the larger Council, at least until next Fall's elections. Please give me a call if you have any questions.

I will be making a small, summary report of the 1985-86 activity at our next meeting (the "getting published" workshop went very well).

xc: Joni Reed  
Joan Morgan  
Ruth Friend  
Susan Caldwell

*Bissland + Zwicklein  
to save*



Bowling Green State University

May 27, 1986

Administrative Staff  
Personnel Services  
Bowling Green, Ohio 43403  
(419) 372-2558  
Cable: BGSUOH

MEMORANDUM

TO: Ruth Friend  
Jim Litwin  
Joan Morgan  
Joni Reed

FROM: Suzan Caldwell, Director *Suzan*  
Administrative Staff Personnel Services

SUBJ: Professional Development Committee Meeting

**RECEIVED  
INSTITUTIONAL STUDIES**

**MAY 28 1986**

At our meeting on Thursday, May 22, we discussed the membership of the committee and possible professional development opportunities for 1986-87. Jim and Joan are resigning from the committee; Joni agreed to serve as interim chair during the summer. Jim will ask Gregg DeCrane, Chair of the Administrative Staff Council, to appoint two ASC members to this committee for the next year.

Attached are a list of luncheon series topics and a list of workshop topics. Jim will present these lists to the ASC at its June meeting for input on which programs to offer in 1986-87. We would like to offer six luncheon programs and three workshops during the year.

Finally, we agreed to propose an ASC Seminar Series. Interested individuals will agree to read specific books relevant to higher education and/or management topics and meet periodically to discuss them.

I would like to take a moment to thank each of you for your outstanding contributions to the Professional Development Committee and your support and assistance to me in coordinating and presenting our programs this past year. We should all be pleased with our accomplishments this past year. Thank you and best wishes for an enjoyable summer.

SC:mmb  
Attachment

*A/K*

21  
SEP 03 1986



Bowling Green State University

Center for Academic Options  
Bowling Green, Ohio 43403  
(419) 372-8202  
Cable: BGSUOH

TO: Administrative Staff Council  
FROM: Joni Feed, Acting Chair, Professional Development Committee *JF*  
DATE: August 28, 1986  
RE: Proposed Professional Development Programs

The Professional Development Committee met during the summer to develop a series of programs for the upcoming year. From ideas suggested by last year's participants and committee brainstorming, the topics are loosely woven into this year's theme of "Communication." The following Workshop and Luncheon Series topics are presented for your consideration and approval:

Workshops (2-3 hour programs)

- Instructional Media: Designing Effective Presentations and Materials
- Working with Student Problems
- Racial Awareness

Luncheon Series (short programs scheduled during noon hour)

- Tour of WBG\$U-TV
- BGSU Budget Process
- Personal Financial Planning
- Impact of Tax Reforms
- A Passion for Excellence (videotape shown in two back-to-back sessions)



**Bowling Green State University**

Office of Student  
Activities and Orientation  
405 Student Services Building  
Bowling Green, Ohio 43403-0154  
(419) 372-2843

MEMORANDUM

TO: Paul Yon  
Chair, Administrative Staff Council

FROM: David Weinandy *DW*  
Director of Orientation

DATE: December 24, 1986

SUBJECT: Professional Development Funds

This memo serves a follow up to our brief conversation regarding the possibility of securing funds for the National Narrow Cast Program through the Administrative Staff Council.

Briefly, the money used from Administrative Staff Council would be used for the "broadcast" of six months of Narrow Cast Programs. The sixty hours of video based training would focus around the area of management and supervision and could be used for a full year for a variety of professional activities for Administrative Staff. Costs for sixty hours of tape would be absorbed by the TV station however, there are numerous other costs for the closed circuit broadcasts. If we enroll by January, we receive a 20% savings from the normal \$3,200 fee. Due to the fact that several areas on campus would be able to use the service, we are attempting to secure pledges before February to raise the approximate \$2,500 needed. Without Administrative Staff Council support, approximately \$1,600 has been procured. It has been decided that there will not be Vice Presidential support for this project unfortunately.

There are several productive ways to use the service. Video programs could be appropriately used for our luncheon programs, as well as longer workshop formats. Individual departments would also be able to select programs for viewing by their staff.

Please feel free to contact me, Susan Caldwell, or Pat Fitzgerald about this proposed EGSU administrative staff service. Any funds that the Administrative Staff Council can allocate to this activity would be helpful and beneficial. I hope to hear from you soon.

DW:dkh



NATIONAL NARROWCAST SERVICE

- \*\*\* VIDEO BASED TRAINING PROGRAM FOCUSING IN THE AREAS OF MANAGEMENT AND SUPERVISION.
- \*\*\* WE WOULD RECEIVE THROUGH THE ON CAMPUS TELEVISION STATION TEN HOURS OF PROGRAMMING PER MONTH.
- \*\*\* SUBSCRIPTION FEES FOR THE SIX MONTHS OF PROGRAMS (SIXTY TOTAL HOURS) WOULD BE \$3,200.
- \*\*\* IF WE SUBSCRIBE BY THE END OF JANUARY, WE RECEIVE A TWENTY PER CENT DISCOUNT FROM THE \$3,200 FEE.
- \*\*\* WE ARE ALLOWED TO USE THE TAPES FOR A FULL YEAR.
- \*\*\* THEY COULD BE USED BY A VARIETY OF AREAS ON CAMPUS FOR TRAINING AND PROFESSIONAL DEVELOPMENT ACTIVITIES. ADMINISTRATIVE STAFF COUNCIL WOULD USE THE TAPES FOR LUNCHEON PROGRAMS, WORKSHOPS, OR VIEWING BY INDIVIDUAL DEPARTMENT STAFFS.
- \*\*\* FUNDS ARE BEING REQUESTED FROM A VARIETY OF AREAS...OPERATIONS TRAINING AND DEVELOPMENT, ADMINISTRATIVE STAFF PERSONNEL SERVICES, CHANNEL 27, ETC.
- \*\*\* NO VICE PRESIDENTIAL SUPPORT FOR THE PROJECT.



**Bowling Green State University**

Continuing Education and Summer Programs  
300 McFall Center  
Bowling Green, Ohio 43403-0200  
(419) 372-8181  
Cable: BGSUOH

August 15, 1989

MEMORANDUM

TO: Pat Fitzgerald, WBGU  
Becky Hyman, University Union

FROM: Sue Crawford, Convener of the Standards Committee for  
Professional Development *Sue*

RE: Meeting

Well, it seems we have the opportunity to create the method of choosing, the standards for choosing, and the evaluation of the choice for the newly emerged administrative staff professional development leaves. Hooray. Let us meet and set up a time line and tasks...I propose we do so early this semester, say September 5 at the University Union at 8 am or as an alternative September 6. Please call me (372-8181) if we need to move the meeting to the 6th.

Thanks.

cc: Jill Carr, Housing (who may come if she wishes)