

**ATD Leadership Team**  
**April 9, 2019**  
**2:00 p.m.**  
**President's Conference Room**

Present: Shanay Wright, Dave Kietzmann, Kathy Sturgeon, Stacy Ehmen, Carla Boyd, Dr. Penny McConnell and Rebecca Doss

Shanay Wright welcomed everyone and thanked them for attending.

**I. Fall 2019 In-Service**

- a. Dave Kietzmann reported that Fall In-service will be arranged a little different this year. The Faculty will attend a Patrick Henry training on Wednesday then on Thursday morning all staff and faculty will meet.
- b. Shanay Wright suggested that a student services scavenger hunt would be beneficial during In-service. Kathy Sturgeon stated that the ATD Teaching and Learning team is researching scavenger hunt ideas for the January In-service and that they are leaning towards a scenario scavenger hunt. Dave Kietzmann suggested that the American Job Center be included in the scavenger hunt.
- c. Shanay Wright reported that a committee will be meeting to revamp the Success in College course, New Student Orientation and Online Orientation. It was suggested that faculty should participate in a New Student Orientation or Online Orientation to know what information is being provided to students.

**II. ATD Teaching and Learning Summit**

- a. Kathy Sturgeon reported that the ATD Teaching & Learning committee will discuss the Teaching and Learning Summit at the meeting today. She believes that it would be good to send two members of the ATD Teaching & Learning committee to the summit. Shanay Wright stated that she would check the ATD budget for available funds.

**III. 2019 Annual Reflection Report Topics**

- a. Shanay Wright reported that the instructions for the 2019 Annual Reflection Report has not been received yet; however, she reviewed last year's report with the team. A discussion ensued regarding what was completed, still needs work and new ideas.

**IV. Items from the Floor**

- a. No items from the floor.

**Next Meetings are:** Tuesday, May 14, 2019 at 2:00 p.m.

**Meeting adjourned at 2:45 p.m.**

Minutes recorded by Rebecca Doss