1. **Sajobs Listserv** – Group was reminded to send jobs openings via sajobs@auburn.edu to the division and grant opportunities to dosagrants@auburn.edu

2. **PDWG Standing Meetings Change** – Group will now meet the 4th Friday of every month at 10:00 A.M. Fall semester meeting schedule:
   - September 23 @ 10:00 AM in Student Involvement Suite, Conference Room A
   - October 28 @ 8:30 AM in Student Involvement Suite, Conference Room B
   - November 18 @ 10:00 AM in Student Involvement Suite, Conference Room B

3. **PDWG Folder** – Files now available for all PDWG members on R Drive, including all supporting files for work within focus areas. Members were reminded to save all PDWG work in the appropriate PDWG folders rather than on their personal machines and to rename files with a “last edited” date for tracking and historical purposes.

4. **PDWG Matriculation Plan** –
   1. Abby discussed what the matriculation plan might include
   2. *Action Item:* Abby to develop draft membership matriculation plan for proposed years of current members to roll off of the working group.

5. **PDWG Monthly Newsletter Tips** –
   1. Team agreed that having a monthly PD tip in the DoSA newsletter was a good idea.
   2. *Action Item:* All team members who have not already done so are to include a professional development monthly tip for the DoSA newsletter by next Friday, 9/30/2016. Tips are to be saved in the PDWG folder on the R Drive in the Newsletter_PD_Tip_of_the_Month folder before our September meeting.

6. **2nd Webpage Update** – The following components of the PDWG webpage were updated:
   1. New PDWG mission was added
2. Travel form to include “amount approved” line near the signature section was included
3. Minutes from July and August were added
4. Membership list was updated

7. **Focus Area Work Progress Updates** (Action Item: Abby to ask new DoSA HR Manager, Trey Lightner, to join PDWG or at least serve as an ex-officio member)

   1. Groups were asked to share about their work within their focus areas.
      a. **New Employee Orientation** (Chad, Kim, Julia, Steve, Abby)
         i. Action Item: Abby to arrange planning meeting for this focus area.
         ii. Pick up where this original planning group left off
         iii. Determine date and next steps
      b. **Professional Celebrations and Traditions (PCAT)** (Lindsay, Chris, Brit, Brandy, David)
         i. Review PCAT survey results
         ii. Start planning Holiday Summit
            - Date set for Dec. 15 during lunch
            - Theme will be *Christmas Vacation* the movie and festive sweaters and will include individual crafting opportunities, holiday food, and collective DoSA interactive activity
            - (Action Item: PCAT group to send a save-the-date to DoSA staff members before next PDWG meeting)
      c. **Workshop Series** (Johnny, Abby, Chris, Julia)
         i. Review relevant resources
            1. AFA Professional Development Rubric
            2. Professional Competencies
            3. Professional Competencies Rubrics
            4. Previous PDWG Work Group Report and Documents
            5. HRD offerings
         ii. Determine structure:
            a. Incorporate with PWDG flowchart,
            b. Offer incentives for completing at least 2 things in each area;
            c. Incentive ideas include DoSA swag and potentially a Wellness Kitchen lunch;
            d. 1 workshop/month – none in December, only 1 larger activity in summer rather than each month;
            e. Determine call for proposals/selection
            f. Plan workshop calendar
               1. Proposed Sessions: October – Careers in HIED month – Panel for GAs
f. November – FLSA

g. January – StrengthsFinder (ask for funding for this)

h. February – Technology (Campus Labs, Mobile Guides, Free Software, Volunteer/Registration programs, etc.)

i. March – Hiring a GA/Supervision (consult with HRD on this)

j. April – Conference proposal writing

k. May – Diversity topic

l. Utilize each personnel level PDWG focus area (admin support, GAs, professionals, operations staff) to ensure appropriate trainings are planned for all levels of DoSA staff

(Action Item: Abby to create workshop series outline/proposal based on information listed above)

Staff Awards – added to PCAT planning - (Lindsay, Chris, Brit, Brandy, David)

a. (Action Item: PCAT focus area members to incorporate awards planning during their next meeting

b. Determine categories

c. Determine nomination/review process

d. Determine appropriate venue, timing, and method for distribution

e. Consider AU Spirit of Excellence nomination and selection process for DoSA employees - (Action Item: Abby to email all staff about nominations to be turned in by October 3, PDWG to review nominations by October 15, and make recommendation to AU Spirit of Excellence by October 15. Also, announce this at Monthly Coffee. Nominations to be sent to Abby.)

f. Team discussed the suggestion of a certificate plus an option to select a professional book or journal subscription as a part of winning a DoSA award