

# SIEC-ISBE PROFESSIONAL DEVELOPMENT COMMITTEE

## MINUTES

Sunday July 31 – 16:00 – 17:30

FH Joanneum, Room 14

Attending:

Hermine Sperl, Elisabeth Riebenbauer, Austria, Mona Engberg, Denmark, Mariann Holmberg, Hely Westerholm, Taru Toivonen, Finland, Claudia Römer, Germany, Petra Bragadottir, Gudlaug Nielsen, Iceland, Leszek Preisner, Poland, Joe Cho, Republic of Korea, Monica Tengling, Karin Turegård, Cege Ekström, Sweden

Apologies:

Torben Krogh, Denmark, Anna Dubel, Poland, Roietta Fulgham, USA, Dana Gray, USA, Hans Dietrich, Germany

	Item	Comments	Action
1	<b>Introductions and welcome</b>	The PDC Chair, Mona Engberg, explained the change of chair during the year. Australia has dropped their chapter. The agenda was approved.	M. Engberg
2	<b>First timers' Reception</b>	Mona will welcome all the First Timers. Everybody should pair up and introduce themselves for ten minutes and then change partners.	
3	<b>Session coordinators</b>	Answers to proposals: 20, a couple of cancellations left 17 presentations incl. 2 workshops. Elisabeth R informed about the cancellations. One session Tuesday after lunch will be sent online from the US. The presenters are Dana Gray and Mary Millikin. Coordinators from the PDC were appointed to introduce each of the presenters and to keep track of the time. The coordinators should pick up a gift for the presenters at the registration and hand out 6 evaluation forms in each group. Eight First Timers are presenting.	Elisabeth Riebenbauer
4	<b>Session evaluation forms</b>	A special evaluation form was handed out for the presentations. The coordinators will hand out 6 forms at each presentation	Elisabeth Riebenbauer
5	<b>Session Review board</b>	Two persons from each region form a review board to check the proposals for the conference presentations: Nordic region: Mariann Holmberg, Gudlaug Nielsen, German speaking region: Elisabeth Riebenbauer, Beat Gauderon, English speaking region: Dana Gray, Tamra Davis	Elisabeth Riebenbauer
6	<b>Guidelines for the PDC</b>	The Guidelines were discussed. Important to be aware of item 4: Awareness of diversity of cultures and educational levels among members. Item 5: Invite interested parties especially businesses, students and public authorities to attend conferences. No other changes were decided.	all
7	<b>Marketplace</b>	Six topics, one for each table, group discussions and change of tables anytime: <ol style="list-style-type: none"> <li>1. Job-shadowing/job swop, facilitator Hermine Sperl</li> <li>2. Online projects, facilitator Roietta Fulgham</li> </ol>	M. Engberg

		<ol style="list-style-type: none"> <li>3. Transnational projects, facilitator Hely Westerholm</li> <li>4. Student exchange programs and practice jobs, facilitators Dave Gilberstadt and Cege Ekström</li> <li>5. Successful seminars, facilitators Monica Tengling, Claudia Römer and Hans Dietrich</li> <li>6. Research exchange, facilitator Verena Liszt</li> </ol> <p>Facilitators take notes about ideas etc. from each group.</p>	
8	<b>Online Knowledge Database</b>	Only 19 people have found the place to enter the personal information to the database.	
9	<b>Membership Database</b>	<p>Mona is asking for:</p> <ul style="list-style-type: none"> <li>* List of members</li> <li>* Marketing materials</li> <li>* More involvement in practical cooperation</li> <li>* A person who can be responsible for online events</li> </ul> <p>We need to learn from Businesses. All chapters need to ask their members, if it is possible to set up a list of all members in the members' area on the webpage.</p>	M. Engberg
10	<b>Marketing</b>	<p>Taru, Tamra and Dana G will find speakers for webinars online. Marketing Group: Contact Dana Moore Gray <a href="mailto:danagr@cox.net">danagr@cox.net</a>, Social Media: Facebook – Dana Gray and Sabrina Romina Sorko. Ask Sabrina and Dana how to enter information to Facebook. Email: <a href="mailto:sabrinaromina.sorko@fh-johanneum.at">sabrinaromina.sorko@fh-johanneum.at</a>. No connection to LinkedIn at this stage Ask around for members who have ideas for marketing SIEC. More discussions Friday at the next PDC meeting.</p>	all
11	<b>Adjournment</b>	Meeting adjourned until Friday	

Minutes taken by:  
Monica Tengling  
President SIEC Sweden