1. Provide a summary of your committee’s accomplishments in 2020-2021. Be sure to indicate the progress made in completing the specific charges provided to your committee. (Note: It is okay if you were not able to complete each charge or shifted focus based on discussions with the co-chairs.)

Through discussions around professional development needs on campus in 2019, the PDM committee did some professional development (PD) benchmarking among peer and aspirational institutions to better understand UTK’s own offerings. Through this process, it became clear that while UTK offered a plethora of PD opportunities, they were spread across campus and were not available in any one location. The recommendation for the 2020-2021 year was to create a one-stop shop website that would be the landing page for all UTK professional development opportunities. As previous members of the 2019-2020 PDM subcommittee, Jeannie and Kristin started the 2020-2021 academic year as co-chairs.

First steps in the Fall were to identify and meet with key campus partners, including Mary Lucal, Janelle Coleman, and Joan Thomas. Foundational meetings were held in the Fall and early Spring to gather information and ideas from key campus partners to lay the groundwork for the series of collaborative meetings between CFW PDM and OIT. Lisa Yamagata Lynch joined the committee to lend her expertise in teaching/learning/instructional design in early Spring. These joint meetings between PDM and OIT were fruitful in discussing the functionality and constraints of current UTK infrastructure, as well as desired outcomes for this project. Through these discussions the proposal grew to include better use of the current UTK Events calendar in conjunction with the proposed website.

Though most of this year has been foundational in nature, some deliverables include the creation of a Professional Development special event Channel on the Events calendar; two new topics in which all Professional Development events can be tagged to align with the framework of the website; a plan with OIT to build the first iteration of this website to accompany our proposal; and a plan to complete a comprehensive implementation proposal by the end of the summer that will incorporate support from key campus constituents and councils and commissions.
2. **Provide any recommendations your committee may have for how the campus administration can help your committee in making progress in its initiatives in 2021-2022.**

1. We currently have a detailed plan for completing a comprehensive implementation proposal as well as a fully functioning website before the start of Fall 2021. At that point, we will further outline our recommendations for next steps.

   It is our intention to have a functional first draft of this website to visually support continued discussion around the content and organization of the website to best meet the needs of all target audiences' members at UTK. It is our belief that our work is just a launching pad to support more productive conversations among key campus partners and administration.

   Our proposal will also include recommendations for engaging campus commissions, councils, and other key stakeholders on campus who will serve as ambassadors for the communication campaign, promoting the PD website and the best way to utilize the Campus Events calendar to support the website.

   With continued support from administration this project has the potential to grow and evolve into a more complex and comprehensive website focused on both streamlining and highlighting professional development opportunities, that also serves as an assessment for professional development needs not currently being met.

2. In regards to the committee and its collaboration with other committees, it would be very helpful to receive some more guidance prior to the start of Fall 2021 in how the subcommittees should collaborate with each other, particularly the Professional Development and Mentoring committee and the Events committee. If it would be possible for the co-chairs of each committee to all meet together as a group with the CFW co-chairs prior to (or at the start of) the 2021-2022 year, that would be incredibly helpful. Thank you!

3. **Offer your committee’s recommendations for priorities for the CFW for the 2021-22 academic year.**

   Continuation of timeline proposed below.
Addendum I: Timeline of Academic Year

Fall 2020
September 4th - First CFW meeting
September 29th - May 6th - After losing a committee member, Kristin and Jeannie meet weekly throughout the Fall and Spring semesters
September 30th - PDM and Events subcommittees meet
October 9th - Booth Burnout event
October 29th - First meeting with CFW Co-chairs
CFW Co-chairs reach out to key campus partners to provide introductions (Mary Lucal, Diane Kelly, Janelle and Dixie Thompson)
December 3rd - Kristin and Jeannie meet with Janelle Coleman
December 4th - Jeannie and Kristin meet with Mary Lucal
December 11th - Second meeting with CFW Co-chairs
December 11th - CFW Co-chairs email Janelle Coleman and Johnelle Simpson to set meeting time

Spring 2021
January 25th - CFW Co-chairs email Lisa Yamagata Lynch and Gretchen Neisler to propose working with PDM.
February 1 - CFW Co-Chairs and Kristin and Jeannie meet with Janelle Coleman
February 15th - Jeannie and Kristin meet with Joan Thomas from OIT
February 25th - Jeannie and Kristin meet with Joan Thomas, Susannah Finley, and Meg Erlewine from OIT
March 4th - Jeannie and Kristin meet with Lisa Yamagata Lynch and Gretchen Niesler
March 30th - CFW Career development event
March 31st - Jeannie, Kristin, and Lisa meet with Meg Erlewine
April 8th - Jeannie, Kristin, and Lisa meet
April 23rd - Jeannie, Kristin and Lisa meet with Meg Erlewine
April 30th - Jeannie and Kristin meet with Meg Erlewine (OIT) and Craig Cook (Office of Creative Communications)
April 30th - Jeannie, Kristin and Lisa meet
May 3rd - Third meeting with CFW Co-chairs

Anticipated Summer 2021 Timeline

May 2021 - Kristin, Jeannie and Lisa will continue to meet and finalize initial content for first website iteration
June 2021 - Meg Erlewine will create first website iteration
July 2021 - Jeannie, Kristin and Lisa will collaborate with key campus partners to finalize proposed website content and layout
August 2021 - Jeannie, Kristin and Lisa will finalize proposal to be submitted prior to start of Fall 2021
Fall 2021 - Collaborate with other UTK Councils and Commissions to draft a communication plan
January 2022 - Website launch and Communication plan implementation
Addendum II: Proposed Site Map for Professional Development Website: Develop.utk.edu
Addendum III: Initial planning for Website Content

**Table of Content for Website**

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Content</th>
<th>Static PD Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landing Page</td>
<td>Welcome....</td>
<td>None</td>
</tr>
<tr>
<td>Health and Wellness</td>
<td>Health and wellness is about....</td>
<td>TBD May 2021</td>
</tr>
<tr>
<td>Diversity &amp; Inclusion</td>
<td>Diversity &amp; Inclusion is about...</td>
<td>TBD May 2021</td>
</tr>
<tr>
<td>Teaching &amp; Learning</td>
<td>Teaching &amp; Learning is about...</td>
<td>TBD May 2021</td>
</tr>
<tr>
<td>Career &amp; Employment</td>
<td>Career &amp; Employment is about...</td>
<td>TBD May 2021</td>
</tr>
<tr>
<td>Leadership Development</td>
<td>Leadership Development is about...</td>
<td>TBD May 2021</td>
</tr>
</tbody>
</table>
Addendum IV: Aspirational peer website used as model for proposed site map

University of Michigan Rackham Graduate School:
https://rackham.umich.edu/professional-development/
Example sub web page, Leadership
https://rackham.umich.edu/professional-development/core-skill-leadership/
Addendum V: Changes already made to UTK Calendar of Events

Creation of Professional Development channel on UTK Calendar of Events: https://calendar.utk.edu/professional-development
Creation of two new topics on Events Calendar:

1.) Professional Development

- Rhetoric, Writing, and Linguistics Speaker...
  James Chase Sanchez, "Salt of the Earth: The Rhetoric of White Supremacy". In this talk, James Chase Sanchez argues that contemporary rhetoric of white...
  
  - 5/7 3:30pm
  - Virtual Event

- Spring 2021 Graduate and Professional Hooding...
  Ceremony Details: Ceremonies will last approximately 2.5 hours. Attendance Details: Attendees will be limited. Recorded music will be used. Programs will be mailed to graduates at...
  
  - 5/7 4pm
  - Neyland Stadium
  - Stream Available

- Opening Reception: ARTSOURCE an exhibition of...
  For more than a decade, Art Source, the exhibition dedicated solely to Know Center students, has given these young artists an...
2.) Leadership Development

Rhetoric, Writing, and Linguistics Speaker...
James Chase Sanchez, "Selt of the Earth: The Rhetoric of White Supremacy" In this talk, James Chase Sanchez argues that contemporary rhetoric of white...
© 5/7 3:30pm
Virtual Event

Spring 2021 Graduate and Professional Hooding...
Ceremony Details Ceremonies will last approximately 2.5 hours. Attendance will be limited. Recorded music will be used. Programs will be mailed to graduates at...
© 5/7 4pm
Keyland Stadium
Stream Available

Opening Reception: ARTSOURCE an exhibition of...
For more than a decade, ARTSOURCE has been dedicated solely to Knox County art educators, has given these same teachers an opportunity to exhibit and...