Arkansas Education Service Cooperative

Personal Professional Development Record

6/1/19 - 5/31/20

'STI GATES

MENA SCHOOL DISTRICT, MENA HIGH SCHOOL

'EACHER

HRS-HOURS

Date	Event Title	Credit Earned
06/04/2019	GOOGLE EDUCATOR, LEVEL 2	6.00
06/06/2019	CONVERSATIONAL SPANISH	1.00
06/13/2019	CONVERSATIONAL SPANISH	1.00
06/27/2019	CONVERSATIONAL SPANISH	1.00
06/29/2019	SPEED SPANISH III (DATE OF COMPLETION)	24.00
07/03/2019	CONVERSATIONAL SPANISH	1.00
07/16/2019	APSI AT U OF A (APLANG), DAY 1	7.50
07/17/2019	APSI AT U OF A (APLANG), DAY 2	7.50
07/18/2019	APSI AT U OF A (APLANG), DAY 3	7.50
07/19/2019	APSI AT U OF A (APLANG), DAY 4	7.50
07/25/2019	CONVERSATIONAL SPANISH	1.00
08/06/2019	CONVERSATIONAL SPANISH	1.00
08/08/2019	FALL CONVOCATION @ UARM	7.00
08/17/2019	FALL FACULTY MEETING	3.00
09/27/2019	FACING BIAS-DIVERSITY TRAINING	4.00
2019	ARKANSAS COREQUISITE PLANNING ACADEMY	6.00
0/04/2019	ACC ANNUAL CONFERENCE BREAKOUT SESSIONS	6.00
0/04/2019	ARKANSAS COREQUISITE PLANNING ACADEMY	6.00
0/11/2019	CO-REQUISITE ENGLISH MEETING	1.00
0/25/2019	PROFESSIONAL DEVELOPMENT COMMITTEE MEETING	1.00
1/07/2019	GOOGLE DOCS TRAINING - PRESENTER	2.00
1/08/2019	FACULTY MEETING	1.00
/15/2019	GOOGLE SHEETS TRAINING - PRESENTER	2.00
/11/2020	SPRING CONVOCATION	4.00
/24/2020	PLACEMENT SCORES AND COREQUESITE ENGLISH	1.00
/28/2020	CRITERION 4 MEETING	1.00
/06/2020	FACULTY MEETING	2.00
		113.00
	Total Credit Earned:	**113.00**

COPY

UA Rich Mountain
Professional/Institutional Leave Request

Employee: Mysti Gates

From: Date: October 3 Time: AM

To: Date: October 4 Time: PM

Date: 09/11/19

Total Absent: 1 Days 4 Hours

Institutional Leave is college required representation
Professional Development Leave is leave for the job enrichment

Professional Development	Institutional
Meeting Name:	Meeting Name: Strong Start to Finish (ADHE)
Meeting Location:	Meeting Location UCA, Conway, AR
Purpose of Travel:	Purpose of Travel: English Corequisite Support
Benefit to College:	
	Does Travel Include Students? Yes* ○ No ◉
	*If yes, attach list of students.

Travel Budget Expenditure & Coding	Projected Costs		Vehicle driven
Dept. Name: English	Lodging:	108.00	College ◉
Dept. Code: 1111	Meals:	50	Personal ○
If requesting funds from a department budget other than your own, consult appropriate budget manager and attach an approved Budget Transfer Request.	Airfare:	0	
	Mileage:	120.00	
	Other:		
	Total:	278	If total is greater than $0, attach copy to TR1 form.

If courses are to be missed, please list all classes with date, time, and explain arrangements that have been made for each.

Date	Time	Class	Arrangements
10/03/2019	3:15-4:30 PM	ENG 0023 04	ARW Midterm, Proctored by SSS in S251
10/03/2019	4:30-5:45 PM	ENG 113 04	Assignment in Moodle for students to complete

Signature of Applicant 09/11/2019 Date

Supervisor 9/18/19 Date

Human Resources Only: Posted By: Date: 10/7/2019

UofA
RICH MOUNTAIN

Professional Staff Development Report

Printed Name Penny Lunsford

Date(s) of Activity 05/27/2020

Description of Activity Pandemics and Civilizations

Hours actually spent on activity/meeting or hours of college credit completed. 1 hour

Items of interest to other staff members **Click or tap here to enter text.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**4**
To what level did your involvement in this activity benefit you?	**3**
To what level did your involvement in the activity benefit UARM?	**3**
How strongly would you recommend this activity to others?	**3**

Submission Date **05/28/2020**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

UofA
RICH MOUNTAIN

Professional Staff Development Report

Printed Name: Mysti Gates

Date(s) of Activity: March 18, 2020

Description of Activity: Webinar: "Transitioning your course from on-campus to online" Webinar offered by McGraw Hill to instructors so they can offer quality education to students during the Coronavirus outbreak. Panel of 6 presenters shared resources specific to McGraw-Hill's courses, textbooks, and online platforms, in addition to general tips for moving content online, quickly and easily.

Hours actually spent on activity/meeting or hours of college credit completed. 1 hour

Items of interest to other staff members

FREE resources available to instructors through McGraw-Hill, additional tips and platforms instructors can use to make this time of transition easier for them

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	3
To what level did your involvement in this activity benefit you?	3
To what level did your involvement in the activity benefit UARM?	3
How strongly would you recommend this activity to others?	3

Submission Date **March 18, 2020**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

UofA
RICH MOUNTAIN

Professional Staff Development Report

Printed Name: Mysti Gates

Date(s) of Activity: March 18, 2020

Description of Activity: Webinar: "Practical Strategies & Resources to Teach k-12 ELs Online"
This webinar offered some guidance on staying within the parameters of copyright and FERPA laws, as well as how to best communicate with English Learners (ELs) during this difficult time. Additionally, the presenters shared resources for translating materials, technology resources, sending clear and frequent communication, online platforms, Zoom features, how to best balance synchronous and asynchronous learning activities, the importance of providing quality examples of the assignments we have students complete. Interestingly enough, they advised that we share bad examples of student work and clarify why these submissions don't meet the expectations for the assignments. Notes on scaffolding and supporting ELs were discussed as well. Though it was aimed at K-12 students, all of the topics discussed are relevant to the international students we interact with in our classes. Great ESL resource for those unfamiliar with how to support these students during campus closings.

Hours actually spent on activity/meeting or hours of college credit completed. 1 hour

Items of interest to other staff members **I think the Zoom features they discussed would be of interest to other UARM faculty members.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**4**
To what level did your involvement in this activity benefit you?	**4**
To what level did your involvement in the activity benefit UARM?	**3**
How strongly would you recommend this activity to others?	**4**

Submission Date **March 18, 2020**

1. Add Last Name-Department to end of file name.
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RICH MOUNTAIN

Professional Staff Development Report

Printed Name Penny Lunsford

Date(s) of Activity January 14, 2020

Description of Activity National Science Foundation Grant Workshop

Hours actually spent on activity/meeting or hours of college credit completed. 7 hours

Items of interest to other staff members **Click or tap here to enter text.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**5**
To what level did your involvement in this activity benefit you?	**5**
To what level did your involvement in the activity benefit UARM?	**5**
How strongly would you recommend this activity to others?	**5**

Submission Date **March 13, 2020**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

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RICH MOUNTAIN

Professional Staff Development Report

Printed Name Penny Lunsford

Date(s) of Activity January 6, 2020

Description of Activity Spring Convocation

Hours actually spent on activity/meeting or hours of college credit completed. 2 hours

Items of interest to other staff members **Click or tap here to enter text.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**5**
To what level did your involvement in this activity benefit you?	**5**
To what level did your involvement in the activity benefit UARM?	**5**
How strongly would you recommend this activity to others?	**5**

Submission Date **March 13, 2020**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

Professional Staff Development Report

Printed Name Mysti Gates Date(s) of Activity 10/3 - 10/4

Description of Activity Corequisite English Academy - implementing and/or improving corequisite courses in the English department to improve overall pass rates of Gateway English courses. Data suggests a tie to graduation & retention rates

Hours actually spent on activity or hours of college credit completed 12

Items of Interest to other staff members

Self-assessment & placement policies at other colleges

Rate this activity in the following categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	1	2	3	(4)	5
To what level did your involvement in this activity benefit you?	1	2	3	(4)	5
To what level did your involvement in the activity benefit RMCC?	1	2	(3)	4	5
How strongly would you recommend this activity to others?	1	2	(3)	4	5

Signature [signature] Date 10/16/19

Supervisor pre-approval (if necessary)

Number of hours recorded for activity 12

Supervisor signature Date

COPY

UA Rich Mountain
Professional/Institutional Leave Request

Employee: Mysti Gates

From: Date: October 13 Time: PM

To: Date: October 14 Time: PM

Date: 09/11/19

Total Absent: 1 Days 0 Hours

Institutional Leave is college required representation
Professional Development Leave is leave for the job enrichment

Professional Development		Institutional	
Meeting Name:		Meeting Name:	ACC Annual Conference
Meeting Location:		Meeting Location	Downtown Marriott, Little Rock
Purpose of Travel:		Purpose of Travel:	Introduction to Advising
Benefit to College:			Developmental Courses
			Student Success
		Does Travel Include Students? *If yes, attach list of students.	Yes* ○ No ●

Travel Budget Expenditure & Coding	Projected Costs		Vehicle driven
Dept. Name: English	Lodging:	152.00	College ●
Dept. Code: 1111	Meals:	25.00	Personal ○
If requesting funds from a department budget other than your own, consult appropriate budget manager and attach an approved Budget Transfer Request.	Airfare:	0	
	Mileage:	120.00	
	Other:	150.00	
	Total:	447	If total is greater than $0, attach copy to TR1 form.

If courses are to be missed, please list all classes with date, time, and explain arrangements that have been made for each.

Date	Time	Class	Arrangements
10/14/2019	8:00-10:45	ENG 0023 & 113 03	Assignments in Moodle
10/14/2019	12:30-3:15	ENG 0023 & 113 02	Assignments in Moodle

Mysti Gates
Signature of Applicant — Date: 09/11/2019

L Thrailkill
Supervisor — Date: 9/18/19

Human Resources Only: Posted By: [illegible] Date: 10/18/19

Professional Staff Development Report

Printed Name Myssi Gates Date(s) of Activity 10/14/19

Description of Activity a variety of Breakout sessions of interest & relevance to me as a new English Instructor - global curriculum, developmental coursework/strategies, utilizing student devices, advising, maximizing student engagement

Hours actually spent on activity or hours of college credit completed 6

Items of Interest to other staff members Most of what I learned would be of interest to others, particularly the devices & advising sessions. NPC had a lot of good info on advising

Rate this activity in the following categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	1	2	3	4	5
To what level did your involvement in this activity benefit you?	1	2	3	4	5
To what level did your involvement in the activity benefit RMCC?	1	2	3	4	5
How strongly would you recommend this activity to others? (Other new people)	1	2	3	4	5

Signature [signature] Date 10/16/19

Supervisor pre-approval (if necessary) _____

Number of hours recorded for activity 6

Supervisor signature _____ Date _____

Professional Staff Development Report

Printed Name Jennifer Howard

Date(s) of Activity 08/08/2019

Description of Activity Student Affairs updates, Social Media and Athletic Recruitment, Child Maltreatment training, Foundation update, Academic and HLC updates, Project 1 update, Faculty meeting

Hours actually spent on activity/meeting or hours of college credit completed. 7.5

Items of interest to other staff members **Click or tap here to enter text.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**5**
To what level did your involvement in this activity benefit you?	**5**
To what level did your involvement in the activity benefit UARM?	**5**
How strongly would you recommend this activity to others?	**5**

Submission Date **11/22/2019**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

RICH MOUNTAIN

Professional Staff Development Report

Printed Name Robby Burt

Date(s) of Activity July 21, 2020

Description of Activity Springfield, Missouri Art Museum-Art of the Picture Frame

Hours actually spent on activity/meeting or hours of college credit completed. 2

Items of interest to other staff members **Interesting exhibit about frames, and another exhibit showcased juried watercolor art.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations? **4**

To what level did your involvement in this activity benefit you? **4**

To what level did your involvement in the activity benefit UARM? **4**

How strongly would you recommend this activity to others? **4**

Submission Date **8-18-2020**

Burt-Humanities

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

RICH MOUNTAIN

Professional Staff Development Report

Printed Name Robby Burt

Date(s) of Activity July 9, 2020

Description of Activity Crystal Bridges Art Museum in Bentonville, AR

Hours actually spent on activity/meeting or hours of college credit completed. 2 hours

Items of interest to other staff members Exhibit: All Things Being Equal, by artist Hank Willis Thomas. Familiar images from sports and advertising with histories of art and politics, conceptual artist Hank Willis Thomas examines popular culture, and how art can raise awareness in the ongoing struggle for social justice and civil rights.

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	5
To what level did your involvement in this activity benefit you?	5
To what level did your involvement in the activity benefit UARM?	5
How strongly would you recommend this activity to others?	5

Submission Date **8-18-2020**

Burt-Humanities

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

RICH MOUNTAIN

Professional Staff Development Report

Printed Name Robby Burt

Date(s) of Activity March 11, 2020

Description of Activity Field trip to Crystal Bridges Art Museum in Bentonville, AR

Hours actually spent on activity/meeting or hours of college credit completed. 2 hours

Items of interest to other staff members **State of the Art Exhibit**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**4**
To what level did your involvement in this activity benefit you?	**4**
To what level did your involvement in the activity benefit UARM?	**5**
How strongly would you recommend this activity to others?	**5**

Submission Date **8-18-2020**

Burt-Humanities

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

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RICH MOUNTAIN

Professional Staff Development Report

Printed Name Robby Burt

Date(s) of Activity March 11, 2020

Description of Activity Field trip to Crystal Bridges Art Museum in Bentonville, AR

Hours actually spent on activity/meeting or hours of college credit completed. 2 hours

Items of interest to other staff members **State of the Art Exhibit**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**4**
To what level did your involvement in this activity benefit you?	**4**
To what level did your involvement in the activity benefit UARM?	**5**
How strongly would you recommend this activity to others?	**5**

Submission Date **8-18-2020**

Burt-Humanities

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.

UofA
RICH MOUNTAIN

Professional Staff Development Report

Printed Name Penny Lunsford

Date(s) of Activity May 22, 2019

Description of Activity Toured Mayan ruins in Progresso, Mexico

Hours actually spent on activity/meeting or hours of college credit completed. 5 hours

Items of interest to other staff members **Click or tap here to enter text.**

Rate this activity in the follow categories from 1 to 5 (5 being the most positive response)

To what level did the activity meet your expectations?	**5**
To what level did your involvement in this activity benefit you?	**5**
To what level did your involvement in the activity benefit UARM?	**5**
How strongly would you recommend this activity to others?	**5**

Submission Date **Click or tap here to enter text.**

1. Add Last Name-Department to end of file name.
2. Submit the document to Yanel Rios.
3. Include a printed copy in program review binder.