

**AGENDA**

**Professional Development Committee**

**Wednesday, September 16, 2015, 2:30PM-4:00PM in A138**

Charter: The Professional Development Committee makes recommendations on the direction of professional development activities for full-time and part-time faculty and staff, including:

* Plan, implement, and assess Fall and Spring faculty Professional Development (FLEX) Program activities
* Plan, implement, and assess classified staff professional development opportunities
* Coordinate, promote, and assess college-wide professional development activities
* Evaluate applications and award professional development funds to full-time faculty; funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement
* Evaluate applications and award other funds provided to the professional development committee

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Amanuel Gebru |  | **Co-Chair Faculty** | Nenagh Brown |  |
| **Co-Chair Classified** | April Doud |  | **Dean** | Jennifer Kalfsbeek |  |
| **Languages and Learning Resources** | Judith Ramos  Beth Gillis-Smith |  | **Performing Arts and Student Life** | Giselle Ramirez  Steve Doyle |  |
| **Mathematics**  **and Physical Sciences** | Brendan Purdy |  | **Athletics, Arts, and Institutional Effectiveness** | Tracie Kephart  Svetlana Kasalovic  Alt: Joanna Miller |  |
| **Behavioral and Social Sciences** | Patty Colman  Ray Zhang |  | **Business, Science, and Child Development** | Mary Mills  Vince Crisostomo |  |
| **Enrollment Services, Health and Life Sciences** | Argie Clifford  Rachel Messinger |  | **Classified** | Gilbert Downs  Elizabeth Salas  Alt: Yolanda Navarro |  |
| **Instructional Technology** | Tracie Bosket |  | **AFT Rep** | To be announced |  |
| **Student Rep** | Julie Gonzalez |  | **GUESTS** |  |  |

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| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| 1. Call to order  2. Public comments  3. Approval of minutes  08/19/15 (attachment) |  |
| **PROFESSIONAL DEVELOPMENT EXERCISE** |  |
| 1. On Course exercise |  |
| **PREVIOUS BUSINESS** |  |
| 1. Committee goals, 2015-16 (attachment) |  |
| **NEW BUSINESS** |  |
| 1. Planning for Spring PD days (Jan 7 & 8, Mar 1)  2. PD Calendar  3. Redesign of PD website  4. Faculty Handbook update: Teaching Tips  (attachment)  5. Fall Fling PD survey |  |
| **REPORTS** |  |
| Professional Development Assessments  1. January PD program  2. Emergency Preparedness presentation  3. Fall PD Week | Reports pending. |
| Faculty Travel Funding Workgroup  1. FT funds expended and remaining  2. PT funds expended and remaining | Report:  FT: $2000 expended; remaining amount  PT: $1500 expended; $0 remaining.  Recommendation for PD Cttee to authorize Admin. Co-  chair to request more funds. |
| Classified Workgroup | Report:  Feedback on On Course is being gathered through a survey as well as through the Classified Senate meeting; more to come.  Gathered more ideas for PD for Classified:   * M&O will be getting tablets soon for work order monitoring, email, and other work related access. They will need training tailored to their needs. * Focus on small groups and training that is targeted to specific job categories wanted, rather than all-for-one sessions where folks do not relate to the training. * People were encouraged to send ideas no matter how small or simple. |
| Technology Workgroup | Report:  Met with DE dean and coordinator; 3 events planned for Fall:   * Wed Sept 30, 2:30 – CCCConfer (Joanna Miller) * Oct 20/21/22 – Accessibility (outside speaker;   2 sessions)   * Thurs Nov 1, 2:30 – texting (Rachel Messinger)   Recommendation to continue including DE in workgroup and hence to expand its membership.  Possible new name: TechTalks? |
| Kudos | Report:  1 kudos delivered. |
| **ANNOUNCEMENTS** |  |
| 1. **September 18: College of the Canyons visit**  **(\*RSVPs to April)** |  |
| **NEXT MEETINGS** |  |
| 09/16/15  10/21/15  11/18/15 | 01/20/16  02/17/16  03/16/16  04/20/16 |
| **Adjournment** |  |