

**MINUTES**

**Professional Development Committee**

**Wednesday**, **March 18, 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 Professional Development Program activities
* Plan, implement, and assess year-round professional development opportunities
* Evaluate applications and award professional development funds to full and part-time faculty; funds to be considered are limited to those monies identified in the AFT Collective Bargaining Agreement

**MEMBERSHIP/ATTENDANCE**

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|  | **MEMBER** | **Attendance** |  | **MEMBER** | **Attendance** |
| **Co-Chair Dean** | Kim Hoffmans | X | **Co-Chair Faculty** | Nenagh Brown | X |
| **Learning Resources**  **English/ESL**  **World Languages**  **Business** | Faten Habib  Judith Ramos |  | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  Steve Doyle | X |
| **Chem/Earth Sciences**  **Mathematics**  **Physics/Astro/Eng** | Vince Crisostomo | X | **DMV Arts**  **Kin/Hed/Ath** | Mary Mills  Tracie Kephart | X  X |
| **Social Sciences**  **Behavioral Sciences** | Patty Colman  Cynthia Sheaks-McGowan | X  X | **Instructional Technology** | Ashley Chelonis | X |
| **EATM**  **Health Sciences**  **Life Sciences** | Cindy Wilson |  | **AFT Rep** | Renee Fraser |  |
|  |  |  | **Dean** | Amanuel Gebru | X |
| **CLASSIFIED** | April Hunt  Conni Bittinger  Melanie Sena | X  X | **STUDENT GUESTS** | Leah Alicata |  |

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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 02/18/15 (2 attachments) | 1. Meeting was called to order at 2:40 pm by Nenagh Brown. 2. No public comments. 3. Approval of February meeting minutes was tabled until the April meeting. |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. January PD days evaluation - pending | 1. Results are pending, delayed due to a lack of an institutional researcher.   Results from 3/6/15 PD day will be forthcoming. The Survey Monkey survey was emailed last week. |
| Faculty Travel Funding Workgroup  1. FT and PT funds expended and remaining | 1. The workgroup met on 3/4/15. Several applications were approved, with $7,294 remaining for Full Time faculty travel.   Kim Hoffmans appealed to the committee to let other faculty members know that there are still travel funds remaining, but requests for FY14-15 must be made by 4/6/15. A request will be made to include rollover funds from this fiscal year in next year’s available budget. |
| Kudos Workgroup | There were no Kudos issued since the last meeting, but many are expected soon as accolades for the March PD events. |
| Technology Workgroup  1. Report on TechEd Coffee Breaks:  Mar 12 on D2L surveys  April?  2. Promotion for 2015-16? | 1. February Facebook session was not well attended, but contained excellent information. The session was recorded. Hopefully recordings of technology and other professional development sessions can be added to the PD page soon. The committee will need to have a further discussion on how the page should look and who it should be accessible by. The March D2L session was attended by 7 faculty. April Coffee Breaks will include a session on Twitter, led by Vanessa Crispin, who is using Twitter in her history courses. 2. The committee discussed the future of TechEd Coffee Breaks, including how they should be promoted, the best times to hold them, how far in advance to arrange them, and how they can be tied into DE and other changes on campus. One member suggested that a set schedule of days announced early in the year would be beneficial, as faculty and staff could plan ahead, which might improve attendance at the sessions. |
| Classified Workgroup | Ergonomics training was held on 3/11/15. Keenan led the on campus training. An upcoming events flyer was sent out in March to all classified staff. Some of the upcoming events are: Software training, Dealing with difficult students, Purchasing, and Hiring of student workers. Faculty are also welcome to attend. A classified staff professional development day will be held on 4/1/15 and will include lunch and discussion on student success and its relation to behavior, as well as a session on Mindfulness.  A request will be made to close the campus on the Friday before fall semester, in order to allow for classified staff to attend the PD events. It was suggested that an agenda/schedule for that day would be helpful, so staff will know what applies to them and when to be there. |
| **PREVIOUS BUSINESS** |  |
| 1. PD day on emergency preparedness, March 6  2. SS&E PD Day, March 20  3. Faculty travel for 2015-16   * Maximum amount? * Update forms? (attachment) * Request for PT funds? | 1. The March 6th professional development training was very well attended. There were over 190 attendees, comprised of 86 faculty, 75 classified staff, and 7 other/management. Some feedback from the committee included: speaker 1 was funny and engaging, there was too much included about past situtations and not enough about what to do with what was learned from those situations, notice about the campus closing needs to be more wide spread, clearer, and given earlier, as it seemed students were confused, BIT may need to be better promoted – there were many questions on that topic. 2. The March 20th professional development training will include a morning session with Darla Cooper on Student Success and Equity, followed by a working lunch with keynote speaker Jaiya John, a nationally known speaker on the subject of foster youth. 3. The committee chairs will be requesting more funds for part time faculty travel for the next FY. The consensus was to ask for $3,000 per semester, rather than $3,000 per year.  * A motion was made by Patty Colman to increase the maximum amount of funds able to be requested by full time faculty to $600. This motion was seconded by Vince Crisostomo. The motion passed with 7 in favor, 1 against (Mary Mills), and 1 abstention (Ashley Chelonis). * The revised travel form will be updated to be used for part time faculty travel also. * The discussion on an increase for part time faculty travel funds was tabled until after the request for an increase in funds was approved.   A request will be made for an all campus included flex day, occurring either in February or August. |
| **NEW BUSINESS** |  |
| 1. MC Making Decisions doc. on PD Committee  (attachment)  2. PD Cttee achievements for 2014-15 | 1. The extract from Making Decisions has been revised to include 3 classified staff members, the broadening of the scope of the PD committee, and a change from 1 member per department to 2 members per division. 2. Committee achievements will be discussed at the next meeting. |
| **ANNOUNCEMENTS** |  |
| 1. March 20: Student Success and Equity PD Day  3. March 27: Cerritos College PD Open House  3. April 16-17: PD Conference (Ontario) |  |
| **NEXT MEETINGS** |  |
| Cancelled: exam week | ~~03/18/15~~  04/15/15  05/20/15 |
| **Adjournment** | Meeting adjourned at 4:05 pm. |