

**DRAFT MINUTES**

**Professional Development Committee**

**Wednesday**, **January 21, 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 | Absent  Absent | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  James Song  Steve Doyle | Absent  X  Absent  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 | Absent |
| **EATM**  **Health Sciences**  **Life Sciences** | Cindy Wilson | Absent | **AFT Rep** | Renee Fraser | X |
| **Guests** | Brandon Elliot  Gilbert Downs  Beth Gillis-Smith | X  X  X | **Dean** | Amanuel Gebru | X |
| **Classified** | April Hunt  Melanie Sena  Conni Bittinger | X  X  X | **Student Guests** | Cheyenne McAlister | Absent |

|  |  |
| --- | --- |
| **AGENDA ITEM** | **ACTION** |
| **CALL TO ORDER AND READING OF MINUTES** |  |
| 1. Call to order  2. Public comments  3. Approval of Minutes 11/19/14 (attachment) | 1. Called to order at 2:37 pm by Nenagh Brown 2. No public comments. 3. Steve Doyle motioned approval of minutes, seconded by Vince Crisostomo. Minutes were approved (motion passed – 13 in favor, 0 opposed, 0 abstained). |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. August PD week evaluation update  2. Feedback on January PD days | 1. Kim Hoffmans provided a summary of Fall Flex activities. 34 presentations were given, with a total attendance of 636 staff, faculty, and managers. 2. All data has not yet been received for the January Flex activities. The report will be forthcoming. The group consensus was that the sessions were very well attended. Several members gave brief descriptions of sessions they led over the week. |
| Faculty Travel Funding Workgroup  1. FT and PT funds expended and remaining | 1. There was no January meeting. There are two travel requests awaiting approval, however, both requests are for events taking place in May or June. These will be reviewed in February’s meeting. The request for $3000 additional funding for part-time faculty has not yet been discussed in VP council, however, it will be most likely discussed in the next VP council meeting, which occur approximately every other week. |
| Kudos Workgroup | One Kudo was issued since the last meeting; however, many will be issued soon, for Spring Professional Development (Flex) presenters and assistants. Kim Hoffmans received two volunteers to help write the kudos. |
| Technology Workgroup  1. TechEd Coffee Breaks | Ashley Chelonis was absent. The group is planning a meeting soon. Based on the success of the Drop-In session during the January flex days was suggested to repeat the sessions again. Mary Mills stated the session does need to be supported by one or more faculty members in addition to Ashley to answer instructional related questions. |
| Classified Workgroup | This group met and had suggestions for workshops on BIT Training, Mindfulness Training, and Disaster Preparedness Training, for the March 6th flex day. It was also requested that closing campus offices to accommodate staff, as well as faculty, would be appreciated. A discussion regarding Lynda.com and its uses for both faculty and classified staff was also mentioned. |
| **PREVIOUS BUSINESS** |  |
| 1. Revisit of PD Cttee charge and membership for  Making Decisions document   * Membership of committee * Chairs of committee   (attachment)  2. Fall Fling PD survey – update | 1. Changes made last semester to the PD Cttee charge included making it broader and recommending that 3 classified staff be added to the committee. These were approved by the Academic Senate and sent forward for EVP approval. Given all the proposed changes across campus, the EVP decided to delay action until April or May, when all changes can be submitted together from various committees. 2. Since last semester other possible changes have been suggested. One is to further update the committee’s membership based on the fact that ½ of the department membership positions are vacant and there are possibly some other PD groups that might be interested in being represented on the committee. It was suggested that the PD Cttee should be advertising and distributing information regarding PD from across the campus, but members felt that more membership would not accomplish this goal. Kim Hoffmans suggested committee members can be assigned to connect with various other committees/initiatives to be included on the calendar. 3. A second discussion was had regarding appointing a classified staff co-chair, in addition to the two current chairs. One advantage would be that it would fully reflect complete integration of entire campus community. A disadvantage brought up was lack of clarity and decisive action in the committee’s leadership. 4. Fall Fling PD survey update was tabled. |
| **NEW BUSINESS** |  |
| 1. Change in term of office for PD Cttee faculty co-  chair  2. PD monthly calendar for February  3. PD day, March 6 | 1. Nenagh Brown reported that the Academic Senate has decided that cttee co-chairs will be assigned to two year terms to begin in odd years. The new term will begin on 6/30/15. Nenagh Brown has been nominated to continue as the PD Committee co-chair. A point was made that time is running out if anyone else wanted to nominate someone. A suggestion was made that in order to maintain continuity the faculty co-chair and dean co-chair should not change at the same time. 2. A call for volunteers to help Nenagh and Ashley develop a monthly PD calendar to be sent out across the campus community. April Hunt volunteered to help. Nenagh requested that anyone who has something to add to the calendar, please email it by 1/28, in order to get it on the February calendar. Kim Hoffmans suggested the calendar could show upcoming conferences, as well as on-campus PD opportunities. A suggestion was also made for a possible PD email address to send out notifications. 3. The March 6th flex day was discussed. Since time ran out in January to adequately address the equity data, a push will be made to include this in the March session. Darla Cooper was suggested as a potential speaker. She works in Institutional Research on Equity in the Chancellor’s office. In order to make the day as inclusive as possible, it has been requested that campus offices close, to allow classified staff to attend. The new president would begin on 2/25, making the flex day an ideal opportunity to have a “Meet the President” breakfast. The emergency cttee would also like to give a presentation on emergency procedures, and would like this to include office staff. Since the mindfulness training has been so popular, a suggestion was made to have a 5-10 minute mindfulness introduction on flex day. |
| **ANNOUNCEMENTS** |  |
|  |  |
| **NEXT MEETINGS** |  |
|  | ~~01/21/15~~  02/18/15  03/18/15  04/15/15  05/20/15 |
| **Adjournment** | Meeting adjourned at 4:00pm. |