

**DRAFT MINUTES**

**Professional Development Committee**

**Wednesday, January 20, 2016, 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 | X | **Co-Chair Faculty** | Nenagh Brown | X |
| **Co-Chair Classified** | April Doud | X | **Dean** | Jennifer Kalfsbeek | X |
| **Languages and Learning Resources** | Judith Ramos  Tracy Tennenhouse | X  X | **Performing Arts and Student Life** | Giselle Ramirez  Steve Doyle  Alt: Beth Megill | X  X |
| **Mathematics**  **and Physical Sciences** | Thanh Trinh |  | **Athletics, Arts, and Institutional Effectiveness** | Tracie Kephart  Svetlana Kasalovic  Alt: Joanna Miller |  |
| **Behavioral and Social Sciences** | Ray Zhang  Alt: Nadia Monosov |  | **Business, Science, and Child Development** | Mary Mills  Vince Crisostomo | X  X |
| **Enrollment Services, Health and Life Sciences** | Argie Clifford  Rachel Messinger |  | **Classified** | Leanne Colvin  Elizabeth Salas  Alt: Yolanda Navarro | X |
| **Instructional Technology** | Tracie Bosket | **X** | **AFT Rep** | Renee Fraser | X |
| **Student Rep** |  |  | **GUESTS** |  |  |

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Moorpark College Professional Development Committee will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*

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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  11/18/15 (attachment) | The meeting was called to order at 2:35.  No public comments.  Minutes approved unanimously with addition of explanation of committee voting system after membership. Abstentions: Renee, April, and Vince. |
| **PROFESSIONAL DEVELOPMENT EXERCISE** |  |
| 1. Communication ground rules for committee(s)  (PD co-chairs) | 1. Committee had 20 minute exercise discussing ground rules for itself and to have as an example for other committees its members belong to. See attachment. These would be placed on our future agendas to guide the work of the committee for the rest of the year. |
| **PREVIOUS BUSINESS** |  |
| 1. PD survey, Spring 2016: status report | Jennifer will have the final draft out to all faculty and classified at end of January. Two reviewers of present draft needed: Tracy and Renee. Also go out to co-chairs. Any edits by Monday next week please. |
| **NEW BUSINESS** |  |
| 1. Feedback on January FLEX days  2. Planning for March 1st PD day  3. Midyear revisit of Committee goals (attachment) | 1. January FLEX highlights:  Friday Diversity Summit “blew my mind”  Thursday DE presentation and PT training for full-time  jobs both singled out as especially successful.  2. March 1st PD day  Please spread the word: no classes; student services open.  Focus: “equity” (rather than “wellness”; not clear wellness includes equity)  Title: ‘A Day of Campus PD’; ‘A Day of Campus Wellness and Equity’; ‘A Day of Equity’ ??  Sessions already discussed: vets, foster youth, mental health  Also Safe Zone training? ACCESS? Transfer training for faculty? Emergency training by CJ faculty?  Classified have first scheduled district training hosted by MC on this day; try and coordinate lunch slot.  Need lead presentation: in morning or at lunch (to allow for more Classified?); general session on equity? Then afternoon offer break out presentations on different equity groups on campus, as above.  3. Tabled to next meeting for discussion. |
| **REPORTS** |  |
| Professional Development Assessments  1. January FLEX days (pending) |  |
| Faculty Travel Funding Workgroup  1. FT funds allocated and remaining  2. PT funds allocated and remaining | Report:  1. FT: $1800 allocated in Nov; $0 in Dec;  $3,415 unallocated ($6,257 currently unspent)  2. PT: $0 remaining |
| Classified Workgroup | Report:  Classified District Committee is moving forward with Personal Professional Development Plans and marketing them for all.  March 1st will be the first district Campus Tour Session, to be hosted by MC.  Funding for PD activities for Classified will not be coming from the State but is available through Equity and Success funds.  Classified Senate will be able to provide multiple scholarships again this Spring. |
| ‘Steal an Idea’ Workgroup | Report:  Planned presentations for the semester -  1. Wednesday, Feb 3th, 2:30-4pm: **now altered to Feb 10th**  Nick Zingo  Quizzes, Polls, Exit Tickets and Competitions in Real Time  2. Thursday, March 10th, 1-2pm  Vanessa Crispin-Peralta  Twitter in the Classroom  3. Thursday, April 28th 1-2pm  Sabrina Jimenez  Create Classroom “Trailers” with iPhones and iPads |
| Kudos | Report:  No kudos recommendations received. |
| **ANNOUNCEMENTS** |  |
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| **NEXT MEETINGS** |  |
|  | 02/17/16  03/16/16  04/20/16 |
| **Adjournment** |  |