

**Minutes**

**Professional Development Committee**

**August 16, 2017**

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

Moorpark College Mission Statement: *With a "students first" philosophy, Moorpark College empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career technical education. Moorpark College integrates instruction and student services, collaborates with industry and educational partners, and promotes a global perspective.*

**MEMBERSHIP/ATTENDANCE**

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| **POSITION** | **MEMBER** | **ATTEND** | **POSITION** | **MEMBER** | **ATTEND** |
| **Co-Chair Dean** | Helga Winkler | **x** | **Dean** | Jennifer Kalfsbeek |  |
| **Co-Chair Classified** | Linda Resendiz | **x** | **AFT Rep** | VACANT |  |
| **Co-Chair Faculty** | Lee Ballestero | **x** | **Performing Arts** |  |  |
| **PD Coordinator** | Brian Burns | **x** |  |  |  |
| **Instructional Designer/Technology** | Tracie Bosket | **x** | **Student Rep** |  |  |
| **Languages and Learning Resources** | Tracy Tennenhouse | **x** | **EATM, Health and Life Sciences** | Argie Clifford |  |
| Perry Bennett |  |  |  |
| Beth Gillis-Smith (Alt) |  | Yana Bernatavichute (Alt) |  |
| **Mathematics**  **and Physical Sciences** | Vahe Khachadoorian |  | **Classified** | Maria Urenda |  |
|  |  |  | Matthew Spinneberg | **x** |
| **Behavioral and Social Sciences** | Elisa Setmire |  | **GUESTS** |  |  |
| Rex Edwards | **x** |  |  |  |
| **Business and Student Engagement** | Mary Mills | **x** |  |  |  |
| Vince Crisostomo |  |  |  |  |
| **Art and Child Development** | Samantha Zaldivar |  |  |  |  |
| Joanna Miller |  |  |  |  |
| **Athletics and Institutional Effectiveness** | VACANT |  |  |  |  |
|  |  |  |

*In accordance with the Ralph M. Brown Act and SB 75, 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: 4/19/2017 | 1. 2:30  2. None  3. Minutes tabled until next time due to lack of quorum. |
| **PREVIOUS BUSINESS** |  |
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| **NEW BUSINESS** |  |
| 1. Confirm membership 2. Discuss 2017-2018 Goals 3. Discuss Flex Week feedback | 1. Need to get update on new division names and representatives.  2. Drafted goals for the year—will return to the Goals at the next meeting with quorum  3. Discussed Friday agenda from Flex |
| **REPORTS** |  |
| Faculty Travel Funding Workgroup Update | Meets last Wednesday of month.  Mary Mills, need second faculty member |
| PD Coordinator Report | Need to think of way to reorganize how we carry out Flex Week responsibilities |
| Classified Report | New Hire orientation will continue—there will be one in September  Two more Canvas certification courses—Sept. 25th-Oct. 22nd and Oct. 30th-Dec. 3rd |
| Kudos Report | For their help with Flex week there were several people nominated for Kudos. |
| **ANNOUNCEMENTS** |  |
| Thursday August 24: Behavioral Management Strategies  Please come to participate in an important training opportunity for how to best manage disruptive people and behavior in your class and/or work space, facilitated by Scott Lewis of The National Center for Higher Education Risk Management (NCHERM).  Please choose one session below, all of which will be delivered Thursday, August 24 in the CCCR:  •For Classified/Service Area Employees: "STAY CENTERED - Handling Disruptive People" (in Your Office/Class/Hall) – 10am or 11:30am.  •For Faculty: "Classroom Management: Preventing and Responding to Disruptive Students In and Out of The Classroom" - 2:30pm or 4:30pm. |  |
| **MEETINGS** |  |
| AY 2017-2018 Meetings:  Aug. 16th, Sept. 20th, Oct. 18th, Nov. 15th  Jan. 17th, Feb. 21st, March 21st, April 18th |  |
| **Adjournment** |  |