

**Meeting Minutes**

**Professional Development Committee**

**Wednesday**, **October 15, 2014**, **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 | Present | **Co-Chair Faculty** | Nenagh Brown | Present |
| **Learning Resources**  **English/ESL**  **World Languages**  **Business** | Faten Habib  Judith Ramos | Absent  Present | **ACCESS**  **Counseling**  **Music/Dance**  **Comm Studies/Theater Arts/FTVM** | Sherry D’Attile  Judi Gould  James Song  Steve Doyle | Absent  Present  Present  Present |
| **Chem/Earth Sciences**  **Mathematics**  **Physics/Astro/Eng** | Vince Crisostomo  Brendan Purdy | Present  Present | **DMV Arts**  **Kin/Hed/Ath** | Mary Mills  Tracie Kephart | Present  Present |
| **Social Sciences**  **Behavioral Sciences** | Patty Colman  Cynthia Sheaks-McGowan | Absent  Present | **Instructional Technology** | Ashley Chelonis | Present |
| **EATM**  **Life Sciences** | Cindy Wilson  Rachel Messinger | Absent  Present | **AFT Rep** | Renee Fraser | Present |
|  |  |  | **Dean** | Amanuel Gebru | Present |
| **GUESTS** | Leanne Colvin  Christine Anderson | Present  Absent |  |  |  |

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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 09/17/14 (attachment) | 1. Called to order at 2:40 pm 2. No public comments 3. **Steve Doyle motioned approval of minutes as corrected; seconded by James Song. Minutes were approved (motion passed-8 in favor, 0 opposed, & 0 abstained).** |
| **WORKGROUP REPORTS** |  |
| Professional Development Week Workgroup  1. Survey evaluation update | Survey evaluations are processed using a program/machine- Class Climate. The program has been down this semester. Today, Kim was notified that is working again. Hopefully, we will have the results next meeting. |
| Faculty Travel Funding Workgroup  1. FT and PT funds expended and remaining | 3 Full-time faculty were approved on 10/1 by the workgroup. Remaining balance for FT is $14,419 and PT is $2000. The committee recommended that we ask Mary Rees to send out email to all faculty to promote applications. |
| Kudos Workgroup | 40 Kudos have been awarded since last meeting. |
| Technology Workgroup | Coffee Breaks (faculty to faculty) sharing- please send ideas for topics to Ashley or Rachel. They would like to highlight faculty exemplars who use technology/online tools. Ideas include: electronic portfolios and D2L release components. Steve Doyle recommended looking into Merlot (Courseware); Rena Petrello may be a resource.  According to Ashley, the Districtwide Professional Development Committee is focused on incentives, professional growth, and districtwide development. They discussed the idea of developing course sequencing using Lynda.com to provide a certificate of completion incentive. During the sessions, faculty/staff would have the opportunity to apply learning to an actual project. |
| **PREVIOUS BUSINESS** |  |
| 1. Presentation of resolution of thanks to Margaret  Tennant | 1. Resolution of Appreciation was presented to Margaret Tennant with our deep thanks. |
| 2. Updated charge and membership of committee  (attachment: Mkg Decisions PD Cttee extract)  3. Committee accomplishments for 2013-14  (attachment)  4. Fall Fling survey – update | 1. Discussed *Making Decisions* document suggested revisions as presented on the handout.    1. Classified senate suggested 3 classified members (in addition to Ashley) according to Leanne Colvin; ability to form a work group. **Mary Mills motioned that 3 classified staff be added to the committee membership, 2nd by Steve (motion passed- all in favor); co-chairs will take the recommendation to Academic Senate and EVP**.    2. Suggested (1) removing the “repository of past professional development events and have this be a goal.” (2) adding “assessment” to first bullet to consolidate the document, (3) and eliminating funding sources and recipient groups.    3. **Mary Mills motioned to approve recommendations for *Making Decision* document changes as mended; seconded by Judi Gould (motion passed-12 in favor, 0 opposed, & 1 abstention)** 2. **Mary Mills motioned to approve Committee accomplishments for 2013-14; seconded by Renee Fraser (motioned passed- 11in favor, 0 opposed, and 2 abstentions).** 3. Fall Fling survey results like Professional Development week have not been processed yet. |
| **NEW BUSINESS** |  |
| 1. Committee goals for 2014-15  (attachment)  2. Professional development themes/focuses for  year  3. Strengthening Student Success Conference | 1. Suggested (1) “Charge column” match recommended charge and remove the numbers. Discussed possibly “Google Calendar” (2) add student equity and classified staff, (3) remove seasoned etc…(4) prof development week coordination and preparation a semester in advance. Nenagh will revise based on suggestion and bring back to this committee. 2. Professional development themes tabled for next meeting 3. Strengthening Student Success Conference discussion tabled to next meeting |
| **ANNOUNCEMENTS** |  |
| 1. Sabbatical leave proposal deadlines:  10/13/14: Draft proposals to SL tech review  group (optional)  11/03/14: Proposals to Office of EVP  (contractual)  2. The CCC Professional Development  Clearinghouse Summits:  various dates in Nov.; all cttee members and  interested people invited | 1. No discussion just a reminder 2. Professional Development Committee members were encouraged to attend one of the CCC Professional Development Summits. |
| **NEXT MEETINGS** |  |
| ~~09/17/14~~  ~~10/15/14~~  11/19/14  12/17/14 | 01/21/15  02/18/15  03/18/15  04/15/15  05/20/15 |
| **Adjournment** |  |