



Minutes
Professional Development Committee
November 28, 2018

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

POSITION	MEMBER	ATTEND	POSITION	MEMBER	ATTEND
Co-Chair Dean	Karen Rothstein	X	Dean	Jennifer Kalfsbeek	
Co-Chair Classified	Gilbert Downs	x	AFT Rep		
Co-Chair Faculty	Lee Ballestero	X	Student Rep		
PD Coordinator	Brian Burns	X	Classified	Matthew Spinneberg	
Instructional Design Technologist	Tracie Bosket				
Languages and Learning Resources	Tracy Tennenhouse				
	Perry Bennett	X			
	Tracy Tennenhouse/Beth Gillis-Smith (Alt)	X	GUESTS		
Physical Science & Career Ed	Farisa Morales	X			
	Brian Swartz				
Behavioral and Social Sciences	Elisa Setmire				
	Rex Edwards/Ray Zhang (Alt)	X			
Arts, Media, & Comm Studies	Beth Megill	X			
	Allison Bowman	X			
Bus, Child Dev, & Student Engage	Perry Martin	X			
	Samantha Zaldivar/Jodi Dickey	X	Health, Athletics, ACCESS, Math		
EATM, Health and Life Sciences	Argie Clifford	X			
	Jamee Maxey-D'Angelo				

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.

AGENDA ITEM	ACTION
CALL TO ORDER AND READING OF MINUTES	
1. Call to order 2. Public comments 3. Approval of minutes: 10/17/18(none)	

PREVIOUS BUSINESS	
NEW BUSINESS	
<p>1. Proposal to request Classified Staff Professional Development Funds</p> <p>2. Report out (if needed):</p> <ul style="list-style-type: none"> • New Faculty Handbook (Fall) • Theme Development (Fall & Spring) Outcome: identify three events in fall and three events in the spring that support the chosen theme. Responsibilities include identifying speakers or facilitators, collecting materials/handouts for the event. • Professional Development Days (Fall & Spring—Jan. 4th, April 25th and 26th) Outcome: Develop a schedule of events, identify speakers or facilitators, collect materials/handouts for the events. Assist with day of logistics. 	<p>1. Classified co-chair presented an idea to request travel funds for professional development for staff. The request would mirror what faculty get in the contract (\$100 per FT faculty). Classified co-chair will bring an official resolution to the January meeting to vote upon.</p> <p>2. Report outs: New Faculty Handbook will report in January</p> <p>PD Days: For April, getting to know the resources on campus/everything you need to know but don't yet (i.e. a Student Service that is under-utilized). Use Passport/badges for those who complete certain things related to Theme workshops. Scavenger Hunt (free ticket to zoo or performance). Teams by division—whichever division attends the most workshops and a prize for the winning division (Flex Days).</p> <p>April flex: We would like ideas that focus on equity throughout the campus, not just on the instructional side. Ideas for promoting equity within the college: Change hiring, change curriculum, change interactions and attitudes with our students. Ideas for how to 'be seen'</p>
REPORTS	
<u>Professional Conference Leave/Professional Development Activity Workgroup Update</u>	<p>Coordinator will send out the November report when he gets it</p> <p>October report: PT faculty: \$1500 left as of October (2 more approved since then). FT faculty: \$11,174.97 left as of October</p>
<u>PD Coordinator Report</u>	<p>Coordinator gave out summary page for workshops from Fall flex.</p> <p>There was a concern about how many people filled out the new online version versus the old paper surveys.</p> <p>There was a question of why every session was surveyed and if that was needed for accreditation.</p> <p>Committee will review the survey questions in Spring.</p> <p>Perhaps invite IR to come help us refine the survey.</p> <p>Perhaps do something in the session such as using stickers and post it notes.</p>
<u>Classified Report</u>	
<u>Kudos Report</u>	
ANNOUNCEMENTS	
	<p>Moorpark has gotten a grant with CLU. Five year grant to improve transfer, retention and success for Hispanic students. Once position will be posted that have release time, one of which is a person to coordinate PD for those in</p>

	the grant. In addition, 10 faculty can apply to work on their classes to make it culturally responsive.
MEETINGS	
AY 2018-2019 Meetings: Sept. 19th, Oct. 17th , Nov. 21 st Jan. 16 th , Feb. 20 th , March 20 th , April 17 th	
Adjournment	