



AGENDA
Professional Development Committee
Wednesday, April 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

	MEMBER	Attendance		MEMBER	Attendance
Co-Chair Dean	Amanuel Gebru		Co-Chair Faculty	Nenagh Brown	
Co-Chair Classified	Elizabeth Salas		Dean	Jennifer Kalsbeek	
Languages and Learning Resources	Judith Ramos Tracy Tennenhouse		Sciences and Student Engagement	Giselle Ramirez Vince Crisostomo	
Mathematics and Physical Sciences	Thanh Trinh		Athletics and Institutional Effectiveness	Tracie Kephart	
Behavioral and Social Sciences	Ray Zhang		Arts, Business, and Child Development	Mary Mills Svetlana Kasalovic Alt: Joanna Miller	
EATM, Health and Life Sciences	Argie Clifford Rachel Messinger		Classified	Leanne Colvin Maria Urenda	
Instructional Technology	Tracie Bosket		Performing Arts	Steve Doyle Beth Megill	
Student Rep	Chelsea Vanicek		AFT Rep	Renee Fraser	
GUESTS					

AGENDA ITEM	ACTION
CALL TO ORDER AND READING OF MINUTES	
1. Call to order	
2. Public comments	
3. Approval of minutes: 03/16/2016 (attachment)	
PROFESSIONAL DEVELOPMENT EXERCISE	
1. Standing Committee Assessment	
PREVIOUS BUSINESS	
1. Midyear revisit of Committee goals - VOTE (updated attachment)	
2. Faculty Travel Fund: recommendations for 2016-17 (attachments)	
NEW BUSINESS	
1. Fall FLEX	
2. Accreditation Self-Study: Standard III.A.14 on Professional Development (attachment)	
3. Creative PD ideas	
4. Suggested agenda items for next meeting	
REPORTS	

<u>Faculty Travel Funding Workgroup</u> 1. FT funds allocated and remaining Allocated in Apr: approx. \$450 Remaining: \$0 2. PT funds allocated and remaining: \$0	
<u>Classified Workgroup</u> <u>Classified Professional Development Feedback</u> Topics of Interest 1) How to move from Classified to Faculty. 2) Refreshers: Banner, Drupal, Accreditation, Proper Student Authorization Packet Completion, follow up sessions to the Safe Zone training. 3) Training on resume building. 4) A speaker on interviewing techniques. 5) Emergency Preparedness Training by building. Timing 1) 2 weeks prior to the start of school for a Classified time. 2) Close all student services for a couple hours a day for a couple days to provide this training to the classified staff. We can do short sessions from 8-10am (services closed) and work the rest of the day. 3) Possible utilizing the Friday afternoons when services are closed after 12pm. Concerns 1) It is understood that Classified doesn't have release time to attend these events. 2) We have to use our own vacation or make up the time to attend anything that isn't mandatory. 3) Fall FLEX is too hard to attend because it's so close to the start of school. Comments 1) Some of the speakers and training sessions provided for the faculty are good options for classified to attend.	
<u>'Steal an Idea' Workgroup</u> April 28, 1-2pm, Sabrina Jimenez, LLR 121 Create classroom trailers! The film industry uses movie trailers as advertisements for feature films. Why not use them to advertise our classes and get students excited about learning? Send it with a welcome letter, post it on a companion site, or simply show it on the first day of class. Ignite an excitement for college with iMovies! Attend "Create Classroom Trailers" on iPhones and iPads with Sabrina and Tracie.	
<u>Kudos</u> Report: No kudos recommendations received.	
ANNOUNCEMENTS	
NEXT MEETINGS	
2015: 08/19/2015 ; 09/16/2015 ; 10/21/2015 ; 11/18/2015 2016: 01/20/2016 ; 02/17/2016 ; 03/16/2016 ; 04/20/2016	
Adjournment	

Professional Development Committee ground rules for meetings:

<u>Before the meeting</u> Co-chairs: <ul style="list-style-type: none"> Organize agenda so important and action items come first Include written reports on agenda (if no questions/comments at meeting no discussion) Add "Suggested agenda items for next meeting" to each agenda Add "Creative PD ideas" to each agenda All members: <ul style="list-style-type: none"> Be prepared for meeting 	<u>At meeting</u> Organization: <ul style="list-style-type: none"> Use Robert's Rules of Order Follow agenda Stay on topic; don't waste committee's time Participation: <ul style="list-style-type: none"> Listen to each other and hear what each person says; don't interrupt Participate personally and encourage others to participate Respect each other's voices; all members are equal Encourage honesty and authenticity Focus on the issue not the person Be cognizant that students at committee meetings are looking to us as examples
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