



**AGENDA**  
**Professional Development Committee**  
**Wednesday, September 21, 2016, 2:30 – 4pm 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

**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**

	<b>MEMBER</b>	<b>Attendance</b>		<b>MEMBER</b>	<b>Attendance</b>
<b>Co-Chair Dean</b>	Amanuel Gebru		<b>Co-Chair Faculty</b>	Nenagh Brown	
<b>Co-Chair Classified</b>	Elizabeth Salas		<b>Dean</b>	Jennifer Kalfsbeek	
<b>Languages and Learning Resources</b>	Tracy Tennenhouse Perry Bennett Alt: Beth Gillis-Smith		<b>Sciences and Student Engagement</b>	Giselle Ramirez Vince Crisostomo	
<b>Mathematics and Physical Sciences</b>	Vahe Khachadoorian Katrina Topolinski		<b>Athletics and Institutional Effectiveness</b>	VACANT	
<b>Behavioral and Social Sciences</b>	Elisa Setmire Rex Edwards		<b>Arts, Business, and Child Development</b>	Mary Mills Joanna Miller	
<b>EATM, Health and Life Sciences</b>	Argie Clifford Rachel Messinger		<b>Classified</b>	Maria Urenda Leanne Colvin	
<b>Instructional Technology</b>	Tracie Bosket		<b>Performing Arts</b>	Steve Doyle VACANT	
<b>Student Rep</b>			<b>AFT Rep</b>	VACANT	
<b>GUESTS</b>					

<b>AGENDA ITEM</b>	<b>ACTION</b>
<b>CALL TO ORDER AND READING OF MINUTES</b>	
1. Call to order 2. Public comments 3. Approval of minutes: 04/27/16 (attachment)	
<b>PREVIOUS BUSINESS</b>	
None	
<b>NEW BUSINESS</b>	
1. PD Committee assessments, 2015-16 (attachment) 2. Report on summer developments for PD 3. August PD Week – feedback 4. PD plans for Fall semester 5. 2016-17 PD Goals (attachment)	

6. Creative PD ideas 7. Suggested agenda items for next meeting	
<b>REPORTS</b>	
<u>Faculty Travel Funding Workgroup</u> 1. FT funds: Allocated for FY17:                 \$16,000 20 x opt-out faculty:                 2,000 Remaining:                             \$14,000 2. PT funds: Allocated for FY 17:                 \$3,000 Awarded in September:                 1,000 Remaining:                             \$2,000	
<u>Classified Workgroup</u>	
<u>'Steal an Idea' Workgroup</u>	
<u>Kudos Report:</u> No kudos recommendations received.	
<b>ANNOUNCEMENTS</b>	
<b>NEXT MEETINGS</b>	
10/19/16 11/16/16 01/18/17 02/15/17 03/15/17 04/19/17	
<b>Adjournment</b>	

**Professional Development Committee ground rules for meetings:**

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