Minutes
Professional Development Committee
September 19, 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		**Dean**	Jennifer Kalfsbeek	X
Co-Chair Classified	Gilbert Downs	X	**AFT Rep**		
Co-Chair Faculty	Lee Ballestero	X	**Student Rep**		
PD Coordinator	Brian Burns	X	**Classified**	Matthew Spinneberg	X
Instructional Technologist/Designer	Tracie Bosket	X			
Languages and Learning Resources	Tracy Tennenhouse				
	Perry Bennett				
	Tracy Tennenhouse/Beth Gillis-Smith (Alt)		**GUESTS**	Nenagh Brown	
Physical Science & Career Ed	Farisa Morales	X			
	Brian Swartz				
Behavioral and Social Sciences	Elisa Setmire				
	Rex Edwards/Ray Zhang (Alt)	X/X			
Arts, Media, & Comm Studies	Beth Megill	X			
	Allison Bowman	X			
Bus, Child Dev, & Student Engage	Perry Martin	X			
	Samantha Zaldivar		**Health, Athletics, ACCESS, Math**		
EATM, Health and Life Sciences	Argie Clifford				
	Jamee Maxley-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: 4/18/18	1. 2. The Senate President thanked the committee for flex week. 3. Motion to approve-Jennifer; Tracie-second Abstentions: Beth, Gilbert. Minutes approved.
PREVIOUS BUSINESS	

NEW BUSINESS	

1. Introductions
2. Feedback for Fall PD week:
  • PD days
  • Convocation day
3. Theme(s) for the year
  • Preparedness
4. Committee membership/evals
5. Development & Approval 2018-2019 Goals
6. Convening/expanding workgroups
  • **Travel Funds**
  • **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. Collaborate with other groups, such as Guided Pathways, as needed.
  • **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.
	1. Welcomed new members
	2. **PD Days**
	Thank you to Nick Zingo filled in for the Canvas workshops!
	   Went to an electronic survey system for workshops. Need to find a more efficient way of making sure participants get the survey link. The data will be available at the October meeting.
	   Perry spoke regarding the TMOCAs session and the overall positive feedback for the session. How can we change the climate in order to encourage even more people to discuss topics related to equity? The group has established a Canvas shell to continue the discussion throughout the year.
	 Brian discussed the role of the committee and coordinator is to help promote discussions of equity across the campus.
	 Nenagh discussed the part-time orientation session that is usually held in the evening during flex week. What is the goal of that session? How can we make it most effective?
	Convocation Day
	The Active Shooter presentation was a very holistic view but did not include specific suggestions related to the problems our college faces (such as our key system). Beth felt like it was to check a box rather than actual usefulness because they did not seem to have background on our college.
	
	A lot of classified staff missed the DFC lecture because it was in the afternoon.
	Faculty 188
	Staff 55
	Management 10
	Total: 253 signed in for Convocation
	260 for lunch
	DFC=160 attendees
	
	Committee wants to gather data about the Convocation Day programming and suggested going through the Dean of Institutional Research.
	
	3. Theme. One idea was to align with Year of/OCOB that already has a theme (Pathways and Detours) which is a student focused theme. How do we make this faculty focused—how do we as an institution be more welcoming and equitable? What is the path of faculty and staff? What do faculty need at the micro level to develop professionally? Moorpark Compass—how to navigate, what do you need to be successful
	
	4. Goals—tabled for next meeting
	
	5. Discussed new member proposal. Once concern was if this proposal was going to require more work of the same set of people.
	
	6. Committee members volunteered for workgroups:
	  • **Travel Funds** (Allison and Farisa)
	  • **New Faculty Handbook (**Beth, Jennifer, perhaps someone from LLR)

	• **Theme Development** (Matt, Beth-fall only) • **Professional Development Days (**Lee, Brian, Gilbert, Ray)
REPORTS	
Faculty Travel Funding Workgroup Update	
PD Coordinator Report	
Classified Report	
Kudos Report	
ANNOUNCEMENTS	
MEETINGS	
AY 2018-2019 Meetings: Sept. 19th, Oct. 17th, Nov. 21st Jan. 16th, Feb. 20th, March 20th, April 17th	
Adjournment	