**PROFESSIONAL DEVELOPMENT**

**COMMITTEE Meeting minutes for**

**March 28, 2016**

**Present:** Robert Cabral *(Co-Chair/Business),* Oscar Cobian (Co-Chair) Danielle Wiley (Dental), Yong Ma (Science), Tom Stough (Library), Becca Porter (ADS)

**Absent:** Krista Mendelsohn (Curriculum), Armine Derdiarian (Dental), Jessica Kuang (Math), Carmen Eblen (Liberal Arts)

**Guests:** Michelle Castelo

**Proxy:** None

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| **Meeting Date: 3/28/16** | **Approval of Minutes: 2/29/16** | | **Recorded By: M. Castelo** | |
| **AN = Action Needed** | **AT = Action Taken** | **D = Discussion** | | **I = Information Only** |

**DISCUSSION/DECISIONS**

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| **I.** | **Call to Order and Welcome** | **AT** | Meeting called to order at 1:08 p.m. |
| **II.** | **Announcements** | **I**  **I** | * Today’s meeting was moved to 1:00 pm because of Spring Break. * There is an Academic Senate Meeting today @ 2pm today. We will try to finish early to accommodate those that need to attend. * The Dental Program will move into the new building on 5/20/16 |
| **III.** | **Approval of Meeting Minutes** | **AT** | * Minutes for 2/29/16 were approved with one name correction from Beth to Becca Porter. |
| **IV.** | **Discussion, Information, and Review** | | |
| a. | 2015-16 Special Spring Application | **I** | * PDC had some residual funds. An all-users email was sent out to the campus encouraging people to apply for PDC funds. A couple of applications have come in already. * The reason professional development was so successful in the past is because the president matched our funding. Perhaps we can approach the new president about matching funds for Fall 2106. * Student Equity may be able to help if the request relates to student equity. |
| b. | Fall 2016 Professional Development Days/Go-Days Discussion & Planning | **I**  **D**  **AN** | * OC is planning to move forward with Go-Days and will be using an e-brochure to save on printing. * Students who attend our workshops will receive a $100 book voucher, funded by Student Equity & may include a scavenger hunt & other student activities. * Check-in will be from 8-9am, then workshops from 9-12, followed by lunch. * The following suggestions were made:   + Call it Professional Development Days since it’s more than a day   + Printed materials bring higher attendance. Perhaps an informational post-card and information on our web page would increase attendance.   + Classified Professional Development should be held during Spring break so more classified can participate.   + Incorporate Title 9 training & provide lunch   + Use Monday as a technology training day for Canvas, Ellumen, etc. & provide dinner to encourage more faculty to attend.   + Have an outdoor movie on Wednesday night. * Oscar and Robert will meet as needed and put together an outline for review. |
| **V.** | **Adjournment** | **I** | Next PDC meeting: April 18, 2016 @ 2pm  Meeting adjourned at 1:56 pm |