**PROFESSIONAL DEVELOPMENT**

**COMMITTEE Meeting minutes for**

**November 21, 2016**

**Present:** Oscar Cobian (VP/Co-Chair), Robert Cabral *(Co-Chair/Business),* Yong Ma (Science), Armine Derdiarian (Dental), Charles Ramirez (Counseling), Teresa Bonham (English), Krista Mendelsohn (Curriculum)

**Absent:** Denielle Wiley (Dental), Jessica Kuang (Math), Becca Porter (ADS), Janet Dawald (Research)

**Proxy:** Krista Mendelsohn for Denielle Wiley

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| **Meeting Date: 11/21/16** | **Approval of Minutes: 10/17/16** | | **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 2:09 p.m. |
| **II.** | **Public Comments** | **I** | Denielle Wiley’s proxy vote has been given to Krista Mendelsohn for today. |
| **III.** | **Approval of Meeting Minutes** | **AN** | Minutes were approved for October 17, 2016 with one minor correction to move two members out of the guest column. |
| **IV.** | **Discussion, Information, and Review** | | |
| a. | Spring 2017 PDC Applications | **I** | A spreadsheet of the current applicants for the Spring 2017 was reviewed and discussed. Robert Cabral will be drafting a letter to the approved applicants indicating next steps to take. It was noted that travel encumbrances that did not occur will be equally distributed amongst the remaining approved applicants. |
| b. | Professional Development Days: Faculty Sabbaticals | **I** | The Sabbatical Committee expressed their desire to have faculty recognized on all college day for having taken a sabbatical. Perhaps they could report back on their experience. |
| **V.** | **Other** | **I** | Self-Assigned Spring Flex Day is on January 6th.  Proposed Meeting Dates: Dec. 12, Jan. 30, Feb. 27, Mar. 20, Apr. 17, May 15  It was suggested that someone video tape the flex session workshops and post them online for those that cannot attend. |
| **VI.** | **Adjournment** | **I** | Meeting adjourned at 3:54 p.m. |