**PROFESSIONAL DEVELOPMENT**

**COMMITTEE Meeting minutes for**

**January 30, 2017**

**Present:** Oscar Cobian (VP/Co-Chair), Robert Cabral *(Co-Chair/Business),* Denielle Wiley (Dental), Armine Derdiarian (Dental), Janet Dawald (Research), Teresa Bonham (English), Krista Mendelsohn (Curriculum), Yong Ma (Science)

**Absent:** Charles Ramirez (Counseling), Jessica Kuang (Math), Becca Porter (ADS)

**Guests:** Chris Renbarger (College Services Supervisor), Giovanni Ortega (BSSOTP Grant Director)

**Proxy:** None

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| **Meeting Date: 01/30/17** |  **Approval of Minutes: for 11/21/16** | **Recorded By: O. Cobian** |
| **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 2:07 p.m. |
| **II.** | **Public Comments** | **I** | Giovani Ortega was introduced to the committee.  Giovani is the new Director of the Basic Skills grant on campus.  Giovani is interested in working with the PDC to identify faculty members who may want to participate in conferences or training related specifically to basic skills.  The grant has approximately $40,000 to support professional development.  He is hoping to use the same PDC application already used by the college for travel requests.  He would have to determine if the activities are aligned with the grant. |
| **III.** | **Approval of Meeting Minutes** | **AT** | Minutes were reviewed and approved for 11/21/16  |
| **IV.** | **Discussion, Information, and Review** |
| A. | **Action Items**  |  | None  |
| B. | **Discussion Items** |  |  |
|  | Spring Flex Day Debrief | **I** | Yong Ma reported that the Chemistry Department met the day before Self –Assigned Flex.  This was a good opportunity for the Chemistry instructors to connect and plan for the semester. Yong Ma suggested more departments meet during Flex to help nurture new faculty and discuss student success strategies.  Robert mentioned the need for departments to inform him of these type of meetings.  Each year, Robert submits a Flex Report to the state.  It would be good to include more of these type of meetings or capture Flex activities that often go unreported.Robert Cabral provided an overview of the professional development activities conducted by the Business instructors prior to start of the spring.  Student surveys were conducted in the business classes. Over 500 students responded to the surveys and provided valuable feedback.  The Business instructors used this data to reevaluate its programs and curriculum.  Also, the College President provided a consultant, Roy Vasquez, to review our Business Program and provide suggestions for revamping the program to meet student and local industry needs.  President has approved the hiring of a new Business instructor.  Oscar Cobian provided a brief overview of the Self Assigned Flex workshops: Immigration Update, Academic Probation, SafeZone, Veteran Resources, Elumen, Google Docs.  We had good attendance at each of the sessions due to the Sign-in Genius and emails to campus community. |
|  | Spring Workshops | **I** | The Self Assigned Flex will be April 20 and 21.  Robert mentioned the need to start identifying possible workshops.  Krista mentioned that Ashley Chelonis is interested in conducting more technology training for faculty.  Teresa mentioned the opportunity of inviting the ALAS Fellows to conduct a workshop in April.  Also, we need to provide training for on-line instruction and support.  Oscar mentioned a Title IX training for faculty and staff who do not want to complete the training on-line. Oscar asked Chris if any Strategic Planning activities could be planned for April.  Chris will check with the committee chairs and get back to us about this. |
|  | Spring PDC Funding Update | **I** | Robert Cabral provided an update on the faculty and staff who received PDC funding for conferences.  Overall, Robert received good responses from individuals who received funds.  PDC does not have enough funds to support all the individual who requested money for travel.  Robert mentioned the need to look at ways to prioritize which individuals would receive the funds. Professor Josh Leisner and a classified staff member declined the funds.  Robert asked the group how we should redistribute the funds or save the funds for summer or fall travel.  Armine reminded the committee of the Academic Senate’s recommendation the funds be redistributed.  Committee agreed to redistribute the funds from Josh to the faculty (approximately $40 each) and provide the available classified funds to Blanca Barrios.Committee discussed the need to develop a rubric to prioritize individuals who will receive PD funds for travel.  At the next meeting, the committee will start the process of developing a template.  Oscar and Robert will not be able to attend this meeting.  The committee will meet without the chairs to work on a draft to present at the March PDC meeting.  The hope is to present the plan to Academic Senate by May. |
|  | Fall Professional Development Days | **I** | Robert asked the committee to start identifying possible workshops for Fall Flex. |
| **V.** | **Other** | **I** | Proposed Meeting Dates: Feb. 27, Mar. 20, Apr. 17, May 15 |
|  | Announcements |  | None |
| **VI.** | **Adjournment** | **I** | Meeting adjourned at 3:30 p.m. |