**PROFESSIONAL DEVELOPMENT**

**COMMITTEE Meeting minutes for**

**April 17, 2017**

**Present:** Oscar Cobian (VP/Co-Chair), Robert Cabral *(Co-Chair/Business),* Denielle Wiley (Dental), Armine Derdiarian (Dental), Charles Ramirez (Counseling), Teresa Bonham (English)

**Absent:** Janet Dawald (Research), Jessica Kuang (Math), Becca Porter (ADS), Krista Mendelsohn (Curriculum), Yong Ma (Science)

**Guests:** None

**Proxy:** Teresa Bonham for Yong Ma

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Date: 04/17/17** | **Approval of Minutes: No Quorum** | | **Recorded By: M. Castelo** | |
| **AN = Action Needed** | **AT = Action Taken** | **D = Discussion** | | **I = Information Only** |

**DISCUSSION/DECISIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **I.** | **Call to Order and Welcome** | **AT** | Meeting called to order at 2:09 p.m. |
| **II.** | **Public Comments** | **I** | As a result of Professional Development Activities, the Dental Hygiene Program received a 100% Pass Rate on the National Board Exam. |
| **III.** | **Approval of Meeting Minutes** | **I** | No Quorum |
| **IV.** | **Discussion, Information, and Review** | | |
| A. | **Action Items** |  | None |
| B. | **Discussion Items** |  |  |
|  | PDC Decision Rubric | **I** | The PD Funding Request Form was reviewed & discussed. The form is in need of updating but will assist the committee in making equitable decisions for PD requests. This rubric will also be mirrored to accommodate classified staff. The Academic senate will review the changes on May 8th. Once approved the form will be made available to applicants online. |
|  | Spring Flex Activities | **I** | Flex days are April 20th -21st. A sign up Genius was created for the upcoming professional development days. A few people have already signed up for workshops online. It is difficult to get people to attend workshops during the evenings. Some faculty at other campuses has no knowledge about the upcoming flex days and were still planning to hold classes. To date, there has been no distribution of the schedule for Friday’s Mandatory Flex Day activities. |
|  | Fall PD Days | **I** | Fall Professional Development Dates are August 9-11. Today’s attendees were asked to please spread the word that we are looking for recommendation for workshops for those three days to help us with sourcing ideas and scheduling workshops. Some discussion followed regarding a possible community tour. |
| **V.** | **Other** | **I** | Proposed Meeting Dates: May 15, 2017 |
|  | Announcements |  | None |
| **VI.** | **Adjournment** | **I** | Meeting adjourned at 3:03 p.m. |