**Professional Development Committee**

**Meeting Minutes for**

**September 21, 2015**

Present: Yong Ma, Robert Cabral, Oscar Cobian, Laura Anderson, Danielle Wiley, Jessica Kwang, Tom Stoegh, Krista Mendlesohn, Chris Renbarger, Armine Derdiarian

Absent: Jennifer Clark, Autumn Kelly, Andres Orozco, Cecilia Milan, Jerry Lulejian

Guests: None

Proxy: None

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| **Meeting Date: 9/21/15 Approval of Minutes: Recorded by: Oscar 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  Introduction of Oscar Cobian as Co-Chair  Robert mentioned this is “Fun” committee and we have a lot to accomplish this year.  Thank Dean Tafoya for her service and hard work to the committee. She spearheaded PD events for fall Flex week. |
| II. | Public Comments |  | Tom asked about the status of the PDC webpage. Who has ownership and can make updates. The PDC requires updates. Robert will inquire. |
| III. | Approval of Meeting Minutes | AN | Quorum not achieved |
| IV. | Discussion, Information, and Review |  |  |
| a. | Committee | D | Several committee members were unable to attend the meetings. Classified staff are always well represented on the committee. We need to increase faculty participation and ASG member is needed.  Dr. Duran envisioned the committee to be more active and create more professional development activities throughout the year. Dr. Duran also provided matching funds for PD activities for faculty and staff ($20,000 for faculty, and $10,000 for staff). |
| b. | Debrief of Flex Week | D | Good options for workshops during the week, attendance was low.  Krista: Classified offered 3 staff focused workshops on Tuesday and Wednesday with some attendance. It is difficult for classified staff to attend PD workshops because it is the week before classes start and challenging to leave office.  Krista mentioned the statewide classified employee of the year awards were announced.  Courses and wellness forum was also discussed.  Armine: Attendance in SLO workshop was very low and very short, only 45 minutes. This workshop needs to be brought back with upcoming Accreditation and the need for continued evaluation.  Robert: Mentioned the need for PD activities during mid semester. Spring break workshops for classified staff would be a good time.  The need to reach out to new faculty was discussed by the committee. It is important to pursue these workshops because of the hiring in the spring for new faculty, approximately 8 new hires.  Tom mentioned that in previous years we would send an official letter inviting faculty and staff to participate in flex activities. Now, we only send an email that not everyone is checking during the summer break. We may need to reconsider bringing back the letter invite instead of email.  The committee discussed the possibility of bringing the SLO training back because of its value to faculty and staff.  Classified will review which workshops they would like to provide their membership and can be supported by PDC. |
| c. | PDC Recommendations | D, AT | Committee reviewed the rationale for allocation of funds for fall 2015. Announcement of the awards will be for early spring semester.  Committee decided on a November 6 deadline to submit applications.  Discussion on ways to increase the number of classified employees who participate in professional development. This will require the support of supervisors to ensure classified staff are allowed to be released to participate and coverage of offices.  Lunch is a good time.  Faculty, afternoons and Fridays?  Tuesday, March 1 is a PD event, in-service day. Not mandatory |
| d | Meeting dates | AT | Meetings for spring 2016:  January 25 at 1:00 p.m.  February 29 at 2:00 p.m.  Spring break is March 21-25  March 28 at 1:00 p.m.  April 18 at 2:00 p.m.  May 9th at 1:00 p.m. |