OXNARD COLLEGE MISSION STATEMENT

Oxnard College promotes high quality teaching and learning that meet the needs of a diverse student population. As a multicultural, comprehensive institution of higher learning, Oxnard College empowers and inspires students to succeed in their personal and educational goals.

As a unique and accessible community resource, our mission is to provide and promote student learning through:

 Transfer, occupational, and general education, second language acquisition, and basic skills development;

 Student services and programs;

 Educational partnerships and economic development;

 Opportunities for lifelong learning.

PROFESSIONAL DEVELOPMENT COMMITTEE Authority

The Professional Development Committee derives its

authority from the Oxnard College Participatory Governance/Standing, Advisory and Ad-Hoc Committees Manual in 2010 by the Academic and Classified Senates, Associated Student Government, and OC Management.

Purpose

The Professional Development Committee (PDC) supports and advances appropriate professional development activities of faculty, staff, and administration as delineated in AB1725 and Title 5. This committee directly supports Item No(s).8 under10+1.

Activities

In order to accomplish the above goals, the PDC:

 Solicits and evaluates applications for funding of faculty, staff, and administrative professional development activities.

 Coordinates with President’s Office for development and delivery of a comprehensive program for professional development.

 Collects written reports of completed activities.

 Oversees the plans and publications of the schedule for Self-Assigned Flex activities each year.

 Assists in the planning of the “All College Day” each

year.

 Prepares and submits plans and reports of professional development activities to the

President’s Office for the State Chancellor’s Office as required.

 Participates in the District Staff Development Committee’s activities (Oxnard College’s elected committee chair becomes chair of the district committee every third year).

 Maintains records of professional development activities, funding history, and reports related to those activities.

 Coordinates with appropriate District personnel to support campus based professional development activities as needed.

Expected Outcomes

 Faculty, staff, and administration will have the opportunity for on-campus participation in professional development activities during Self- Assigned Flex Week and the “All College Day” as well as other professional development opportunities throughout the academic year and possibly during the summer semester.

 Oversees the distribution of travel funds for professional activities that supports the college and the students.

**Oxnard College**

 **PROFESSIONAL DEVELOPMENT COMMITTEE**

Meeting Minutes

**Monday, February 23, 2015**

 **1:00 p.m.**

**Student Services Conference Room**

Present: Christina Tafoya (recorder), Robert Cabral, Laura Anderson, Jessica Kuang, Yong Ma (held proxy for Armine Derdiarian), Cecilia Milan, Letty Mojica

* Call to Order and Welcome:
	+ - Call to order at 1:05pm
		- Next meeting March 16, 2pm in SSCR
* Public Comments:
	+ - None
* Approval of Meeting Minutes:
	+ - Tabled, to be approved at next meeting
* Discussion, Information, and Review
1. Initial PD Week Planning Discussion:
	* Committee members have been asked to bring back recommendations for upcoming PD in August 2015 flex week; most of the emphasis will be on the theme of Student Success (SSSP and Student Equity Plans); emails with PD ideas need to be sent to Robert with a couple sentences to explain the idea and the deliverable
	* The transition from D2L to Canvas was brought up because training will be needed for the new distance learning platform: Robert will find out the proposed dates for the transition and ask about District plans for training
2. 2014-15 PDC Remaining Funds:
	* Robert handed out a spreadsheet with the PDC budget; Letty asked when the applications were due for SP2015 and Robert answered that the due date was in November 2014; there was a review of the PDC applications periods—there are periods for Fall, Spring, and Summer. The next application cycle will be in May (the committee needs to set the deadline).
	* As of this morning, $14,610 has been encumbered, but only $3585.39 for faculty and $2308.60 for staff have been expended; three people who were recommended for funding have not yet encumbered funds; Robert is going to contact the three to see if they are still planning to travel. If everyone does travel, then there is about $5600 that will remain (about half for faculty and half for staff). Robert asked the committee to consider how it would like to use the funds and the committee will decide/vote in March.
3. PDC for 2015-16
	* Robert reviewed where the funds come from for PDC activities. The contract ensures that $100 per FT faculty person, Academic Senate and President Duran agreed to pool those funds and that he would match it; Dr. Duran included an extra $10,000 for staff professional development. Robert asked what will happen to the committee activities if the new college president decides not to continue the same level of funding as Dr. Duran. Robert wants the committee to be proactive about gathering information to show how the $30,000/year has been used effectively. Robert is going to try to secure a commitment to funding for next fiscal year and then any changes can be made in 2016-17.
* April 3rd was set as the due date for fall 2015 (7/1-12/31)
* Spring travel due date will stay the last Friday in October
* Professional Development Program
* Standing item based on the request of a PDC member and the desire to create communication between PDC and other councils. The PDC would ideally be the catch all for all Professional Development that occurs.
* Other
* Laura advertised Classified Professional Day, schedule for March 20 8:301m-4:30pm
* Robert mentioned that Jenny Redding is doing a report on her approved PD. He reiterated that applicants for PD need to be careful to show that they have reported back on the use of their PD funds or they may be disqualified from receiving future PD funds.
* Adjournment
	+ - 1:58pm