**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting minutes**

**March 19, 2018**

**Present:** Oscar Cobian, Tom Stough, Adan Nevarez, Juan Zuniga Olea, Kari Tudman, Juan Pitones, Eliseo Gonzalez, Milena Hurtado, Chris Renbarger, Armine Derdiarian, Yong Ma, Kevin Corse, Robert Cabral, Catalina Yang, Anitra Lawson

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| **Meeting Date: 3/19/18** |  | | **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 2:05 p.m. |
| **II.** | **Public Announcements** | **I** | Tom Stough announced that the ALAS Info Literacy Conference will be held on the Friday of Flex Week from 9am to 2pm on April 27th in the LLRC/Condor Hall. Campus-wide emails will be sent and announcements made at various committees here on campus. There is no charge to attend and it qualifies as professional development. Sign up at Eventbrite. |
| **III.** | **Approval of Minutes** | **AT** | Minutes from January 29, 2018 were reviewed and approved with minor corrections on name spellings and future meeting dates. |
| **IV.** | **Discussion, Information, and Review** | | |
| a. | Special Spring Funding | **I**  **I/D**  **AN** | There is an additional $5k available for travel related to Dual Enrollment and Distant Ed from Title V Funds and additional funding of $9,800 from VCCCD related to Distance Ed. A draft memo was distributed for review. Both funds allow rollover to fiscal year 2018-19.  The Title V fiscal year ends on Sept. 30 and travel must comply with AB 1887. Applications will be posted on SharePoint and will be approved on a first-come-first-served basis.  There is a third source of funding of $710 remaining from unspent Faculty and $4,086.79 remaining from unspent Staff. Robert Cabral will notify the Classified Senate President to see if they can use the funding for classified professional development. Chris Renbarger will report back on faculty travel to see if we can possibly go back and fully fund those that were only partially funded. If not the committee will consider rolling over those funds to staff to help them out with their upcoming retreat. |
| b. | Fall Professional Development Week | **D** | Fall professional development (Fall Flex) days will be Tuesday, Aug. 14th through Friday, Aug. 16th. Committee members were asked for ideas on a theme or possibilities for workshops. It was suggested that Mike Abrams could possibly teach a workshop on the sabbatical process and Shannon Davis may be able to teach us about the new curriculum software.  Upcoming Spring flex dates are April 26/27. The president will be providing lunch for faculty. Staff will be away at a retreat. |
| **V.** | **Other** | **AT** | Next meeting date will be April 16th |
| **VI.** | **Adjournment** | **I** | Meeting adjourned at 2:50 p.m. |
|  | **Future Meeting Dates** | **I** | Proposed Meeting Dates: April 16, May 14 |