**PROFESSIONAL DEVELOPMENT**

**COMMITTEE Meeting minutes for**

**May 9, 2016**

**Present:** Oscar Cobian (VP/Co-Chair), Krista Mendelsohn (Curriculum), Denielle Wiley (Dental), Yong Ma (Science), Tom Stough (Library) Armine Derdiarian (Dental), Janet Dawald (Research)

**Absent:** Robert Cabral *(Co-Chair/Business),* Carmen Eblen (Liberal Arts) Jessica Kuang (Math), Becca Porter (ADS),

**Guests:**

**Proxy:** None

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| **Meeting Date: 4/18/16** |  **Approval of Minutes: Vote by Email** | **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 1:05 p.m. |
| II. | **Public Comments** | **I** | No public Comments |
| III. | **Approval of Meeting Minutes** | **AN** | Minutes were not available for review at this time.  |
| **IV.** | **Discussion, Information, and Review** |
| a. | Fall 2016 Professional Development Days Discussion & Planning  | **I****AN****I****AN****I** | Some discussion was had regarding the planning of Fall 2016 Professional Development Days which will be as follows: Tech Turs, Student Success Friday, All Things Considered Monday and President’s Mandatory Flex Day on Tuesday. Various workshops will be held throughout the week and will include new faculty. Oscar will be sending out a calendar of events for the week that will be finalized by mid-July & posted on our website for all to access. Janet Dawald volunteered to do the graphics. Condor Fest will also occur during this time for all incoming students and Faculty & Staff are encouraged to join us for lunch & participate in student activities. * Treasure Hunt – Krista Mendelsohn will send us a map. Tom Stough will have some staff in the Library on Thursday & Friday available for the Treasure Hunt & can receive a tour at that time. This activity is designed to assist students in becoming familiar with the campus & services we offer.

Students who attend Condor Fest for the entire day will receive a $100 book voucher.  |
| **V.** | **Other** | **I** | It was mentioned that some people may be interested in attending the upcoming Online Teaching Conference this year. Last year, PDC funded 2-3 of them. Robert has the list of attendees from last year. Perhaps they can come back & report on Best Practices.  |
| **VI.** | **Adjournment** | **I** | PDC meetings will resume in September of 2016. Meeting adjourned at 1:46 p.m. |