**PROFESSIONAL DEVELOPMENT**

**COMMITTEE Meeting minutes for**

**September 19, 2016**

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

**Absent:** Carmen Eblen (Liberal Arts) Jessica Kuang (Math), Becca Porter (ADS),

**Guests:** Charles Ramirez (Counseling), Shannon Newby (Science), Jeannette Redding (Letters), Emily Zwaal (Letters)

**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 2:05 p.m. |
| **II.** | **Public Comments** | **AN** | The need for more representation was expressed. Robert Cabral will send out a notice to try to get more people to come. If not all are present, there can be no quorum and no minutes can be approved, etc. |
| **III.** | **Approval of Meeting Minutes** | **AT** | Minutes were approved for November 16, 2015 with minor corrections to misspelled names. The minutes for March 28, 2016 and May 9, 2016 were approved as is. |
| **IV.** | **Discussion, Information, and Review** | | |
| a. | ALAS Presentation | **I**  **AN** | Shannon Newby gave a presentation on the ALAS grant (Aligning Learning and Academic Success). The grant is designed to link Faculty across the campus of CSUCI, VCCCD and SBCC for the purpose of learning, designing and implementing collaborative-based High Impact Practices that increase Student Success for Transfer to Universities.  Ventura College will be hosting the ALAS 2016 Summit on November 4th. All are welcome. This is a free event for faculty and breakfast and lunch will be provided.  The grant currently has $8,000 for the 2016-17 Fiscal Year to spend on professional development speakers and is asking PDC to play an active role in populating the event calendar.  Janet Dawald volunteered to keep the calendar updated. Oscar Cobian will email the District IT Dept. to grant Janet access to the Calendar and Michelle Castelo will be granted access to the PDC Website.  Please remember to forward your ideas, suggestions and feedback to help bring in some good speakers. |
| b. | IEPI Leadership Development | **I**  **AT** | A handout was distributed and reviewed regarding the Institutional Effectiveness Partnership Initiative (IEPI) Coordinated Leadership Development Grant that will award up to $50,000/college and/or district. The application due date is Sept. 30th.  It was agreed that Oscar Cobian, Krista Mendelsohn, Robert Cabral and Shannon Newby will form a small group to work on this and will meet later this week. |
| C. | Fall 2016 PDC Application | **I**  **AN**  **I** | A copy of this year’s PDC Application was distributed and reviewed. None of the content has changed from last year and would like to make the application available on our website.  Robert Cabral has created a Fall/Spring dropbox for submissions and has received five applications in his inbox already and will upload them onto Sharepoint.  October 7th is the deadline for Fall travel. A spreadsheet of the applicants will be compiled for the committee to review and then forwarded on to the President for final recommendations and approval. |
| d. | Fall Professional Development Days de-brief | **I** | Some discussion was had about the Fall Professional Development Days and what went well or didn’t go well. Suggestions for improvement were noted for next year. Overall, everything went well. |
| **V.** | **Other** | **I** | Proposed Meeting Dates: Oct. 17, Nov. 21, Dec. 12, Jan. 30, Feb. 27, Mar. 20, Apr. 17, May 15 |
|  | Announcements | **I** | A handout was distributed and reviewed with Guidelines for Writing Sabbatical Proposals. There are four slots available at OC this year. |
| **VI.** | **Adjournment** | **I** | Meeting adjourned at 2:41 p.m. |