

Professional Development Committee

November 7, 2011
MINUTES
LA-202

Committee Members Attended: Ana Bojorquez, Jay Danley, Vanessa Engstrom; Laura Gomez; Regi Metu; Dena M. Peters; Cory Schwartz.

Guests: Laura Gowen (to be added to distribution list, to attend in Larry Buckley's absence); Algie Au; Nori Sogomonian

Agenda

Consent Agenda	2
Other Business	4

Consent Agenda

Requests for Funding

There were two requests submitted to the Professional Development Committee:

1) **APPROVED**

Tatiana Vasquez, requested \$750 funding, conference out-of-state, total cost is \$998
Dena Peters motioned to approve this request; Cory Schwartz 2nd the motion.

2) **APPROVED**

Emily McNichols, requesting training to obtain food handler's card; requesting \$22 funding.
Dena Peters motioned to approve this request; Jay Danley 2nd the motion.

Review and Approve Minutes–

Minutes not available; tabled to the next meeting.

Professional Development Priorities

- Conference Request Process—Vanessa Engstrom referenced a simple five-step process that Courtney Hunter previously circulated on the conference request process, reviewed with the committee. Discussion ensued on how to assist the committee to do the charge.
 - Discussion on email access for SBVCProfessionalDevelopment and SBVCFlexCommittee emails. Dena Peters to follow-up and find out what is needed to gain access to emails.
 - Who approved the mission and charge for Professional Development Committee? These items went to different venues, Academic Senate, other committees, also included in the Educational Master Plan (EMP).
 - What meetings did Coordinator attend?
- Budget—Cory Schwartz suggested that an Excel spreadsheet be created to track funding for conference requests funded by Professional Development.

Transition Planning

Upcoming Events:

- Great Teachers—Planning sub-committee looking for dedicated admin support for GTS.
- Adjunct Faculty Orientation—Discussion on who is handling this event; Laura Gowen mentioned that Nicole Williams assists with preparing back-end paperwork (facilities request) copies of handouts, etc. Instruction Office supports this orientation, who will be doing programming?
- Flex & Flex Reports—Vanessa Engstrom mentioned she's received reports from Science Division, plus those received via email; flex committee, to approve online. Notice sent out campus-wide. What constitutes a flex activity?

- Classified Staff Appreciation
- Other—
 - Sabbatical, what is going on with sabbatical?
 - Master Plan (EMP).

Announcements

Professional Development Resolution—the resolution have been forwarded to the Academic Senate and they are in support and recommended filling the Professional Development Coordinator position, with a part-time interim filling in until a full-time person can be hired.

Reference topic discussion of Professional Development Coordinator position replacement at Classified Senate.

Nori Sogomonian referenced various areas that require and support professional development, i.e., basic skills, HACU grant, want to make aware of urgency of need to replace or reassign someone to the coordinator position.

Next meeting—scheduled for Monday, Nov. 21, 2011.