

Professional Development Committee

August 16, 2012
MINUTES
LA-202

Committee Members Doris Bolds; Ana Bojorquez; Jay Danley; Vanessa Engstrom; Susan Mattson; James Robinson; David Rosales; Alicia Tuvida; Dena Murillo-Peters; Nori Sogomonian.

Agenda

Consent Agenda 0

Other Business 8

No consent items

Additional Information

Welcome and Introductions

Nori welcomed everyone back for the fall semester and intros were made around the table for the new members.

Review and Approve Minutes

- From May 7, 2012 – Minutes not available. This item tabled to the next meeting.

Professional Development Meeting Date/Time

Discussion ensued on meeting on Mondays, from 2-3 p.m. Jay Danley motioned to hold Professional Development Committee meetings on the 1st and 3rd Monday of the month, from 2-3 p.m. Vanessa Engstrom 2nd the motion.

Conference Requests – Deadlines (Review)

Nori reviewed the handout of proposed deadline dates to submit conference requests. Also discussed was how to handle requests for attending conferences during the summer months, and the cutoff date to submit these requests. Nori will send out a notice on the process for conference requests.

Great Teachers' Retreat

Nori said we need to start working on the planning for this event. She asked James Robinson if he would be the key facilitator. Proposed dates discussed on the event dates, looking at Feb. 7-9, 2013.

Use of Professional Development Department Space (Kathy Pryor, DSPS requested using PD space (either LA 202 or LA 204-A) for Student Dev. 905, a math tutoring class. She would need the room consistently from 12:00–3:00 p.m. OR 12:00–6:00 p.m. on Monday, Tuesday, Wednesday. For committee discussion.)

The committee discussed this item and agreed to offer the use of LA-204A for DSPS to use per the department's request.

Zumba Fitness (Michelle Allen)

Discussion ensued on how the Professional Development Department may bring in an exercise class, which would help in the areas of stress management, and health and fitness, key areas of expressed interest for professional development activities.

Announcements/Reports

Flex & Flex Reports

- Flex Committee:
 - A-E Vanessa Engstrom
 - F-J Suzi Mattson
 - K-O David Rosales/James Robinson
 - P-T Alicia Tuvida/Laura Gomez
 - U-Z Jay Danley/Michael Durrett

Updates were made to the flex committee make-up (see above) for those approving flex time submitted. Discussion ensued on the administrative rights for the committee.

Training: Nori looking at various types of training to offer through professional development.

- (1) Teaching For Success and Faculty Success Center. There are free weekly tips for those who sign-up. This proposal is on the table. Nori talked with Kay Weiss who interacted with this organization in the past. We need to justify the cost.
- (2) Skillpath training topics
- (3) In-house training resources; stress management; motivation; technology (case-by-case)

Budget: Professional Development has a \$20K budget. The committee multiplied that by \$750 per full-time employee allotment per year, which will allow us up to 25 requests for the academic year.

Professional Development Website: Needs to be updated for 2012-2013 academic year.

Committee Charge: The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Human Resources Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee (1st and 3^d Thursdays, 1:00 – 2:30).