

# Professional Development Committee

October 1, 2012  
MINUTES  
LA-202

Committee Members Attended Doris Bolds; Ana Bojórquez; Vanessa Engstrom; Laura Gómez; Susan Mattson; David Rosales; Jay Danley; James Smith; Nori Sogomonian.

## Agenda

Consent Agenda 4

Other Business

Consent Agenda

**APPROVED for \$248.50 Discussion ensued regarding the request for \$75 for parking which seems like a lot for parking. It was advised that Nori talk with the new faculty member on filling out the SD-1 and to let the faculty know to get on the approved driver list.**

Name: Melinda Fogle Oliver

Activity: California Educational Theater Association Conference

Sponsor: California Educational Theater Association

Location: Los Angeles, CA

Dates: October 13, 2012

Purpose: The conference will expose and introduce attendee to the various teaching methodologies, industry practices, and teachers and practitioners in the field. Valley College and its students will benefit from the conference by receiving current information on the entertainment industry and exposure to a variety of instructional methodologies and technique via the conference attendee.

Costs: Reg: \$95.00 Trans: 28.50 Hotel: 00 Meals: \$50.00 Other: 75.00 (Parking) Total: \$248.50

**APPROVED for \$4887.97– a motion was made to approve pending confirmation of what he is asking for – the SD-1 is unclear as to whether he is requesting PD funding. It was suggested Nori contact him and also update administrators on the 5 simple steps to request funding. Laura Gómez motioned, Vanessa Engstrom 2<sup>nd</sup>**

Name: Andre Wooten

Activity: N4A/3C4A Joint Region V Conference

Sponsor: N4A/3C4A

Location: Los Angeles, CA

Dates: October 17-19, 2012

Purpose: This educational session will focus on strategies for implementing the year of academic readiness as well as discussion for 2 year transfer students going to DII school. They will be also discussing NCAA Transfer rules and to get a understanding of the PAC012 schools and other California school to get more information regarding university specific transfer requirements.

Costs: Reg: 95 Trans: 182.97 Hotel: 00 Meals: \$150.00 Other: 60.00 (Parking) Total: \$487.97

**\*Note –already signed by president, Does not specify PD Funds Requested on appropriate line, Already signed by VP**

**APPROVED – for \$750.00. James Smith motioned, Vanessa Engstrom<sup>2<sup>nd</sup></sup>. There was discussion about the presenter fee issue. James Smith presented several hypothetical scenarios wherein we agreed the presenter fee statement needs to be made clear. Presenter fee was not approved in this case as the applicant did not specify funding for presenting. (costs related to presenting).**

Name: Craig Petinak

Activity: National Council for Marketing and Public Relations (NCMPR) Annual Conference

Sponsor: National Council for Marketing and Public Relations (NCMPR)

Location: Chicago, IL

Dates: March 10-13, 2013

Purpose: To learn the latest techniques in community college marketing & public relations; and to gain insight into today's realm of shrinking budgets and increased workloads and how to keep up with the job. Also, will be a PRESENTER at this conference

Costs: Reg: 555.00 Trans: 200.00 Hotel: 00.00 Meals: 00.00 Other: Total: \$750.00

**\*Note- returned indicated \$0.00 under PD funds Requested; indicated \$750.00 under Other Source of Funding –. The form is not signed by Division Dean/Supervisor.**

**APPROVED – This request had been lost in the mail and made it to the meeting at the last minute. The committee asked to find out what CAPEd stands for (see below for answer). Vanessa Engstrom motioned to approve, Jay Danley<sup>2<sup>nd</sup></sup>.**

Name: Kathleen Pryor

Activity: California Association of Post-Secondary Education and Disabilities Conference

Sponsor: California Association of Post-Secondary Education and Disabilities

Location: Sacramento, CA

Dates: October 7-10, 2012

Purpose: obtain current ed topics regarding students with disabilities

Costs: Reg: 325.00 Trans: 168.60 Hotel: 387.00 Meals: 00.00 Other: Total: \$750.00 (\$130.60 from Kathleen personal)

Review and Approve Minutes

- September 17, 2012

Minutes reviewed by members attending and approved.

Professional Development

- Teaching for Success – still insufficient responses – no real indication the committee supports purchase of this subscription
- There was discussion about the Individual Professional Development Plans (IPDP) and what our status is. Nori reported she spoke with State Chancellor's office and as far as Flex Hours and IPD plans we are in compliance however we are encouraged to have faculty complete an IPDP in spring for the following year. There were questions about who gets the plans. Vanessa indicated she collected them last year. There were concerns about faculty just turning in something, but not really intending on completing the plan and just doing what they always do. Concern was expressed about a campus culture of not wanting to learn new things.
- Along with that sentiment, comments were made about how overwhelmed faculty are and they are reluctant to add one more task on their list of things to do. There was sentiment that flex day was seen as a day of grading by many.
- Committee reviewed the draft of the October 23, 2012 Flex Day agenda. There was discussion about poor attendance during afternoon sessions. A suggestion was made to have participants register for the events and if there were insufficient registrants the event would be cancelled. A comment was made about how it counter acts efforts when CTA publicizes the flex days are not mandatory. Vanessa shared about the success of the science division flex activity last spring. There was an idea to sponsor luncheons to share ideas among departments in an attempt to get more participation. A comment was made that we need to get people in the habit of sharing information.
- James encouraged all committee members to participate in the flex day activity and to support efforts toward

updating and improving our strategic plan.

- There was an idea to sponsor luncheons to share ideas
- It was requested Nori find out if counselors will have time out on flex day or coverage from part timers so they can participate.
- A request was made that James send a message to directors of some programs (counseling/child development) to let them know the importance of the attendance of the Professional Development participation in Flex Day. James will send an e-mail.
- The committee agreed on a goal to detail our Conference Attendance process in writing (paying particular attention to issues such as multiple attendees, the presenter allotment of \$200, etc.). We will begin by accessing and updating if necessary current documentation. Mention was made of a PD folder which should contain that information. Vanessa suggested meeting an hour early for our next meeting to go over our current process and begin updating. Nori will send out invitations to attend the meeting at 1:00 on October 15, 2012.

SD-1 faculty are not consistently using the same version of the SD-1. **Some mileage is calculated at .50 some at .51 and some at the most recent calculation, .55.**

#### Flex & Flex Reports

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

**The next meeting is scheduled for Monday, October 15, 2012, 2-3 p.m.**

*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 (1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 1:00 – 2:30).*