

Professional Development Committee

October 7, 2013
MINUTES
LA-202

Committee Members Attended: Doris Bolds; Ana Bojorquez; Jay Danley; Vanessa Engstrom; Laura Gomez; Susan Mattson; James Robinson; Dena Murillo-Peters; Rania Hamdy

Agenda

Consent Agenda 3

Other Business 6

Consent Agenda:

The following consent agenda items were approved for funding by the committee. Vanessa Engstrom motioned to approve all items submitted; Ana Bojorquez 2nd the motion. Approved by general consensus.

APPROVED for \$736.26 per the committee guidelines to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2013-2014 academic year.

Name: Mary Lou Vasquez, Associate Professor

Activity: CBEA State Conference

Sponsor: CA Business and Education Association

Location: San Diego, CA

Dates: Nov. 15-17, 2013

Purpose: District: softskills/employability updates; changes in career pathways; CTE model curriculum standards. Anticipated Value of Activity: Program trends in medical office administration, something that we have been working on for two years to receive approval from the Chancellor's office for certificates in Medical Billing and Coding and Medical.

Costs: Reg: \$285.00 Trans: \$60.26 Other: \$25.00 Hotel: \$266.00 Meals: \$100.00 Total: \$736.26

APPROVED for \$750.00 per the committee guidelines to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2013-2014 academic year.

Name: Leonard Lopez, Associate Professor

Activity: APA Annual Conference

Sponsor: American Philosophical Association

Location: San Diego, CA

Dates: Apr. 17-20, 2014

Purpose: (1) To ensure a quality education; (2) to improve and update content and methods of instruction and advising.

Costs: Reg: \$120.00 Trans: 0 Hotel: \$537.05 Meals: \$100.00 Total: \$807.05

APPROVED for \$750.00 per the committee guidelines to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2013-2014 academic year.

Name: Kevin Emerson, PE/Head Football Coach

Activity: AFCA National Convention

Sponsor: American Football Coaches Convention

Location: Indianapolis, IN

Dates: Jan. 12-15, 2014

Purpose: (1) This convention has several clinics that help me as a football coach become better organized, promote leadership to our football program, as well as ways to deal with adversity that is common with large football programs. This convention helps me do a better job at SBVC and (2) anticipated value of activity> Value: It allows me to grow as a coach and leader to our students and athletes.

Costs: Reg: \$60.00 Trans: Car-82.05/Air-549.20 Other: \$33.00 Hotel: \$437.75 Meals: \$150.00 Total: \$\$1,313.45

Additional Information

Review and Approve Minutes:

- September 16, 2013 – approved as written.

Professional Development Coordinator Recruitment – Introduction:

Professional Development Budget:

- Great Teachers’ Retreat – Jan/Feb 2014: Discussion ensued on the previous budget amount for this event and the number of people allotted to attend. The planning process to begin with a proposal to the president and the committee.
- Classified Staff Appreciation Week – Spring Break: Discussion ensued on selecting someone from the committee to facilitate this planning committee. Rania Hamdy will facilitate the planning process and contact Casey Thomas to begin this process.

Flex Day, Sept. 25, 2013 – Feedback/Survey:

A survey has gone out to those who attend the activities on this day. Discussion ensued on the fact the most faculty don’t want flex day unless it is directly related to department activities and that there would be more buy-in to participate. There are two upcoming flex days, on January 9, 2014, and April 8, 2014. The new coordinator will work with the flex committee to develop ideas for these two days. A question was asked on whether or not conferences were considered flex time? The answer was “yes.”

Announcements/Reports:

Jay Danley brought up the issue of voting in the co-chair of the Professional Development Committee for another year. Dena Peters has been the co-chair and a classified representative, and the committee was in favor of keeping her as co-chair for the current academic year.

Flex & Flex Reports

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

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 3rd Thursdays, 1:00 – 2:30).