

# Professional Development Committee

March 3, 2014  
MINUTES  
LA-202

Committee Members Jay Danley; Vanessa Engstrom; Laura Gomez; Susan Mattson; Dena Murillo-Peters; Rania Hamdy; James Smith

## Agenda

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GUIDELINES for considering and approving conference requests submitted to the Professional Development Committee:

The Professional Development Committee has approved funding for conferences and seminars **up to \$750 per year per full-time employee** for professional development for the 2013-2014 academic year.

A maximum of **\$1,000 will be available per conference or workshop for up to two (2) or more people** applying for the same event. Funding is available on a first-come, first serve basis.

**Adjunct employees may be funded for up to \$250 per year** for professional development.

Presenters are entitled to additional funding up to \$200.

Any employee who receives funding may be requested to share gained information with the campus community.

### Consent Agenda:

All requests on the consent agenda were approved for funding per the guidelines established by the Professional Development Committee. Vanessa Engstrom motioned to approve the request for Mike Sola (agenda item #1); Laura Gomez 2<sup>nd</sup> the motion. General consensus approved all items.

**1. APPROVED for \$750 funding for conference attendance per the guidelines to approve up to \$750 per year per full-time employee for the 2013-2014 academic year.**

**Name: Mike Sola, Faculty, Athletics/Physical Ed**

Activity: Annual National Convention

Sponsor: National Athletic Trainers Association

Dates: Jun25-28, 2014

Location: Indianapolis, IN

Purpose: Educational experience to enhance my teaching methods by learning from the top sports medicine and therapy experts in the world; establish contacts with top program directors around the country that would benefit both our student athletes and our institution in helping place and matriculate our students to top notch programs.

Cost: Reg: \$235.00 Trans: \$1,094.00 Hotel: \$600.00 Meals: \$150.00 Total: \$2,079.00

**2. APPROVED for \$750 funding for conference attendance per the guidelines to approve up to \$750 per year per full-time employee for the 2013-2014 academic year.**

**Name: Andre Wooten, Faculty, Counseling/Student Services**

Activity: 17<sup>th</sup> Annual CCCAA Convention

Sponsor: Calif. Community College Athletic Association (CCCAA)

Dates: Apr 1-4, 2014

Location: Los Angeles, CA

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 also be discussing NCAA transfer rules and information on understanding the PAC-12 schools and other Calif. schools.

Cost: Reg.: \$495.00 Trans: \$319.04 Hotel: -0- Meals: -0- Total: \$814.04

**APPROVED for \$90 funding for conference attendance per the guidelines to approve up to \$750 per year per full-time employee for the 2013-2014 academic year.**

**3. Name: Violeta Obra, Faculty/Nursing**

Activity: Test-Item 2014 Critical Thinking and Writing Workshop

Sponsor: Elsevier

Dates: April 8, 2014

Location: San Bernardino, CA

Purpose: To improve future nursing students' think and process through improved test item writing. To improve instructor's knowledge of improving test writing skills.

Cost: Reg: \$90.00 Trans: -0- Hotel: -0- Meals: -0- Total: \$90.00

**4. APPROVED for \$225 funding for conference attendance per the guidelines to approve up to \$750 per year per full-time employee for the 2013-2014 academic year. (Conference canceled per Rania Hamdy on 3/7/14)**

**Name: Rania Hamdy, Coordinator/Professional Development**

Activity: Professional Development Conference

Sponsor: 4C/SD

Dates: March 13-14, 2014

Location: Pomona, CA

Purpose: This local conference of CA community college professional development staff will provide new ideas for POD that will benefit faculty and staff. This conference will also help me connect with regional practitioners to continue to build a network and create larger activities w/other community colleges.

Cost: \$225.00 Trans: -0- Hotel: -0- Meals: -0- Total: \$225.00

**Receive and Accept Minutes:**

- February 3, 2014—Minutes accepted as written.

**Professional Development Budget:**

- Discuss additional funding (\$2,000)
- President's Office to look at any other incoming requests for approval.
- District Purchasing Deadline (Friday, May 2, 2014, 5 p.m.)

**Professional Development Activities/Calendar:**

- Classified Staff Appreciation Week
- Flex Days, April 8
- Great Teachers' Seminar – wrap-up
- Professional Development Planning Retreat

Rania Hamdy reviewed the schedule for the upcoming Classified Connection Week, March 18-21, 2014, with several workshops each day and a social event at the end of the day. A luncheon and talent show will conclude the

week's events.. For Flex Day, April 8, Dr. Marshall, CSUSB, will be on-campus for a morning session, and an afternoon session on Safe Spaces. A survey was sent out after the Great Teachers' Seminar. Thirty people registered to attend; 28 showed up. Survey feedback, liked the daily event, with no overnight, great food.

The committee decided on May 5<sup>th</sup> for the planning retreat.

### **Announcements/Reports:**

### **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 (1<sup>st</sup> and 3<sup>d</sup> Monday, 2-3 p.m.).*