

# Professional Development Committee

September 15, 2014  
MINUTES  
LA-202

Committee Members Present: Ana Bojorquez; Jay Danley; Laura Gomez; Susan Mattson; Alicia Tuvida; Dena Murillo-Peters; James Smith

Guest: Rhiannon Lares, TESS/Distributed Education, SBCCD

## Agenda

Consent Agenda 5

Other Business 9

### Consent Agenda:

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 2014-2015 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.

Suzie Mattson motioned to pull item #3 and approve all other items. James Smith 2<sup>nd</sup> the motion. Approved by general consensus. Discussion on item #3 to approve for \$750.00 as the total cost for the request is \$822.30. Committee members motioned to approve and 2<sup>nd</sup> the motion to approve all consent items on the agenda. Approved by general consensus.

**1. Name: Lauren Bond, PT Faculty, English: APPROVED for \$215.29 per the guidelines to approve funding for conferences and seminars up to \$250 per year for adjunct employees for professional development for the 2014-2015 academic year.**

Activity: PAMLA 112<sup>th</sup> Annual Conference

Sponsor: Pacific Ancient and Modern Language Association (PAMLA)

Location: Riverside, CA

Dates: Oct. 31-Nov. 2, 2014

Purpose: Participation in conference benefits the district as well as SBVC students and faculty by improving my academic research and field knowledge, which I'll bring into the classroom and share with my colleagues. My work could lead to a publication as well. The value of the activity is not financial, but education for those with whom I professionally engage.

**Costs: Reg: \$35.00 Trans: \$-0- Hotel: \$151.29 Meals: \$29.00 Total: \$215.29**

**2. Name: Matthew Bond, PT Faculty, English: APPROVED for \$226.86 per the guidelines to approve funding for conferences and seminars up to \$250 per year for adjunct employees for professional development for the 2014-2015 academic year.**

Activity: PAMLA 112<sup>th</sup> Annual Conference

Sponsor: Pacific Ancient and Modern Language Association (PAMLA)

Location: Riverside, CA

Dates: Oct. 31-Nov. 2, 2014

Purpose: The district will benefit by having a teacher who is better connected to and informed by a network of academics who grapple with both the practicalities of the classroom experience as well as the abstract ideas mediated upon by literature scholars. The value of this event lies in its ability to foster an appreciation for life of the mind and to advance literary studies. My attendance will strengthen me as a scholar, writer, and teacher.

**Costs; Reg: \$35.00 Trans: \$11.57 Hotel: \$151.29 Meals: \$29.00 Total: \$226.86**

**3. Name: Melinda Fogle Oliver, FT Faculty, Theater Arts: APPROVED for \$750.00 per the guidelines to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2014-2015 academic year.**

Activity: CETA Annual Conference

Sponsor: California Educational Theater Association (CETA)

Location: Santa Maria, CA

Dates: Oct. 10-12, 2014

Purpose: I will meet and network with theater practitioners and educators from Calif., and represent our district and develop professional relationships, both of which will benefit the district. I will learn new teachings methodologies that I can use in the classroom.

**Costs; Reg: \$370.00 Trans: \$124.30 Hotel: \$178.00 Meals: \$150.00 Total: \$822.30**

**4. Name: Carol Wells, FT Faculty, Nursing: APPROVED for \$668.68 per the guidelines to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2014-2015 academic year.**

Activity: CACN/COADN Joint Conference

Sponsor: Calif. Association of Colleges of Nursing (CACN)/Calif. Organization of Associate Degree Nursing Program Directors (COADN)

Location: Newport Beach, CA

Dates: Oct. 1-3, 2014

Purpose: the overall am of this joint conference will be to explore contemporary issues academic leaders face and work together to prepare the nursing workforce for tomorrow. Networking with nursing across Calif. To collaborate and design action on state and national initiatives to advance the future of nursing.

**Costs; Reg: \$250.00 Trans: \$44.00(parking) Hotel: \$359.68 Meals: \$15.00 Total: \$668.68**

**5. Name: Tamara Maurizi, FT Faculty, Nursing: APPROVED for \$330.72 per the guidelines to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2014-2015 academic year.**

Activity: CACN/COADN Joint Conference

Sponsor: Calif. Association of Colleges of Nursing (CACN)/Calif. Organization of Associate Degree Nursing Program Directors (COADN)

Location: Newport Beach, CA

Dates: Oct. 1-3, 2014

Purpose: the overall am of this joint conference will be to explore contemporary issues academic leaders face and work together to prepare the nursing workforce for tomorrow. Networking with nursing across Calif. To collaborate and design action on state and national initiatives to advance the future of nursing.

**Costs; Reg: \$250.00 Trans: \$61.72 Hotel: \$-0- Meals: \$19.00 Total: \$330.72**

**Additional Information**

**Welcome Back!**

James Smith welcomed the committee back for the 2014-2015 academic year. It was noted we have one new member, Quincy Brewer, who was not in attendance. We had a guest in attendance, Rhiannon Lares from TESS/Distributed Ed. She is working alongside Trelisa Glazatov, and provides training support for professional development. Dr. Smith asked Rhiannon how the TurnItIn program is doing. Rhiannon said there has been a good reception, only one complaint. We will know more as it gets used.

**Review and Approve Minutes:**

Minutes reviewed and received as written.

- April 21, 2014, &
- May 12, 2014 Planning Retreat

**Professional Development Coordinator Update:**

James Smith noted that Rania Hamdy is on leave until the first part of November 2014.

**Professional Development Meeting Due Dates for Conference Requests:**

Dena Peters shared with the committee the updated due dates for conference requests, which was sent out to the committee prior to the start of the semester. This information is also posted on the professional development website, and is shared in the emails that go out to the campus prior to each committee meeting. It was suggested that the information be circulated to the deans and department chairs.

**Great Teachers' Retreat – Jan/Feb 2014:**

Discussion ensued on budgeting and planning for the annual event. Discussion ensued on last year's attendance and evaluations. James Smith said he would check with Rania to get more information on when and how we should start the planning process for the Great Teachers' Retreat for 2015.

**Classified Staff Appreciation Week – Spring Break:**

This is another annual event that needs to be budget and planning. A subcommittee works together to plan this event. We'll put out a notice to seek classified employees to participate in the subcommittee planning for the Classified Staff Appreciation Week next spring break 2015.

**Professional Development Budget:**

The Professional Development Committee has been allocated \$20,000 for the 2014-2015 academic year for conference requests. We'll bring a detailed report to the next meeting.

**Announcements/Reports:**

James Smith noted the Title V grant that was submitted that had two components—technology and professional development. Unfortunately, we did not receive an award this round. Discussion ensued on the grant award and process. This grant would have provided additional funds for professional development. Hopefully, the next submission will be successful.

Discussion was raised on the membership with Lynda.com and whether or not we should continue use of the membership due to low interest and finding ways to better market this member subscription.

James Smith is looking to assist financial aid department with soft-skills training. The committee was asked to come back to the next meeting with ideas.

**Flex & Flex Reports:**

We need to contact Jason Brady to add the new committee member to Flex access. The group will meet after the next committee meeting to work out how the Flex Committee will handle flex submissions for this academic year.

For review and update:

- **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>rd</sup> Mondays, 2:00-3:00 p.m.).*