

# Professional Development Committee

May 4, 2015 – PLANNING MEETING  
MINUTES  
LA-202

Committee Members Attended: Ana Bojorquez; Quincy Brewer; Jay Danley; Vanessa Engstrom; Laura Gomez; Susan Mattson; James Robinson; Alicia Tuvida; Dena Murillo-Peters; Rania Hamdy  
Guests: Trelisa Glazatov; Rhiannon Lares

## Agenda

Consent Agenda	0
Other Business	8

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Consent Agenda:

## Additional Information

### Review and Approve Minutes

- April 6, 2015: Susan Mattson motioned to approve the minutes; Vanessa Engstrom 2<sup>nd</sup> the motion. Minutes approved by general consensus.

### POD Calendar

- 2015-2016 PD Calendar: Dena Peters distributed a handout of the new calendar due dates for the next academic year for committee review. The committee agreed to add in the first meeting for the fall to begin on 8/21/15. A separate email will go out to the deans as well as to the campus when fall semester begins.
- Compressed Calendar: Rania Hamdy gave an update on academic senate discussion and the consensus was in favor of changing to a compressed calendar. Next academic senate to meet on 5/14/15 to vote to move and explore options, e.g., winter session, no winter session. CTA union wants to attend the calendar committee as they have concerns on this issue. Rania will provide an update in the fall.

### Exploring POD Funding Subscriptions/Software for Faculty-Discussion:

- Topic suggested by David Bastedo (faculty). Rania provided examples. She said we don't typically fund software subscriptions, and wanted committee feedback, suggestions, e.g., fund up to \$100 per year. Discussion ensued and the following comments made by the committee:

➤ Is this something more than one person can use or one person only?	➤ What kind of software could we get for \$100?
➤ Will it advance professions development?	➤ May open a can of worms.
➤ We have limited funds	➤ Personal advancement
➤ Can get through program review technology	➤

- We as a committee are not comfortable with this idea. There are other channels to pursue. May want more info comparable through professional development.

### Adjunct Orientation on Flex Day Update

- Rania said what has traditionally been a separate day, this year we're proposing to combine with flex day. VPI has agreed and after a survey of adjuncts, we are in agreement to make this change. There will be a mini-conference and then workshops/breakouts, and will end earlier than in the past. This is still in the early stages of planning, e.g., SLO cloud, accreditation updates, compressed calendar.

**Opening Day Speaker—Ideas for Ongoing Workshops Around Student Success**

- As discussed a few meetings back on how to improve opening day, Rania is exploring options on how to make it more valuable from a professional development perspective. Student Services has funds for a speaker as it relates to professional development and student success. We will have guest speaker, Greg Stoup, Dean of R&P, Contra Costa, to talk about the need and importance of student success. He'll also come back a few times during the academic year. Classified staff will have an hour to attend the classified senate meeting.

**DE Update on Upcoming Workshops—Trelisa**

- Tre Glazatov said there will be some updates in the summer and Blackboard will shut down for 18 hours on July 3, a day that will be our lowest peak. We will have a customer service advocate from Blackboard on-campus to do training on the first flex day.

➤ Office 365: Employees will have to complete training.	➤ Issues with cloud computing
➤ We can training together as a committee/ admin, faculty, security training	➤ Work spaces for the fall—MAC Room, the Annex, looking for another workspace for faculty/staff

**Additional Comments**

- Sabbatical: Looking at more than one sabbatical for SBVC/District. The committee has been asked to develop a plan to get more people involved in this program.

**Flex & Flex Reports**

For review and update\*:

- **Flex Committee:**
  - A-C Vanessa Engstrom
  - D-G Suzi Mattson
  - H-K Quincy Brewer
  - L-N James Robinson
  - O-S Alicia Tuvida
  - T-V Jay Danley
  - W-Z Laura Gomez

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\*Committee updated 10/6/14.

*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.).*