

Professional Development Committee

November 2, 2015
MINUTES
LA-202

Committee Members Attended: Jay Danley; Susan Mattson; Dena Murillo-Peters; James Smith; Rania Hamdy. Guest: Rhiannon Lares

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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 2015-2016 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.

Suzi Mattson motioned to approve the consent agenda items; James Smith 2nd the motion. Consent agenda items approved by general consensus.

APPROVED for \$750 per the guidelines outlined above for professional development funding of conference attendance for the 2015-2016 academic year.

Name: Nicole Williams, FT Classified, Science

Activity: How to Communicate with Tact and Professionalism

Sponsor: Career Track

Location (City/State): Palm Springs, CA

Date(s): March 3-4, 2016

Purpose: 1) This workshop provides an impressive array of powerful communications skills, techniques and strategies one can call upon to help in any situation; 2) To learn advanced strategies to help enlist the support needed, deal with overly aggressive people, and respond to any situation with diplomacy and tact.

Costs: Reg: \$299 Trans: \$66.08 Hotel: \$350 Meals: \$100 TOTAL: \$815

Additional funding sources available.

APPROVED for \$750 per the guidelines outlined above for professional development funding of conference attendance for the 2015-2016 academic year.

Name: James Dulgeroff, FT Faculty, Economics

Activity: National Technology and Social Science Conference

Sponsor: National Social Science Association

Location (City/State): Las Vegas, NV

Date(s): March 20-22, 2016

Purpose: 1) Paper and presentation is follow-up as invited keynote speaker in China Low-carbon urbanization conference (Sept. 20-21) with possible student and scholar exchange with district; 2) funded by Chinese government, these activities also involve using Gmail survey forms comparing students in China and California. I would like to

<p>present to faculty for professional development training how to use Google forms for survey and Google chart analysis. Costs: Reg. \$295 Trans: \$285 Hotel: \$170 Meals: \$-0- TOTAL: \$750</p>
<p>APPROVED for \$750 per the guidelines outlined above for professional development funding of conference attendance for the 2015-2016 academic year. Name: Marie Mestas, FT Faculty, Library Activity: California Academic & Research Libraries (CARL) Conference 2016 Sponsor: CARL Location (City/State): Costa Mesa, CA Date(s): March 31-April 2, 2016 Purpose: This annual conference allows for networking and exploration of topics of concern to instructional librarians. It is a valuable opportunity for professional development. Costs: Reg: \$325 Trans: \$126.10 Hotel: \$318 Meals: \$112 TOTAL: \$881</p>
<p>APPROVED for \$23.50 per the guidelines outlined above for professional development funding of conference attendance for the 2015-2016 academic year. Name: Tod Heibel, FT Faculty, Science Activity: All Points of the Compass Annual Meeting Sponsor: CSU, Fullerton, Geography Club/Dept. of Geography Location: Fullerton, CA Date: Nov. 6, 2015 Purpose: This conference will allow additional connections among regional community colleges and universities to be made. This will benefit not only geography faculty and departments throughout So Cal. Exposure to innovative teaching methodologies, resources, and professional development opportunities for both faculty and students are anticipated within this conference. One potential outcome is that SBVC Geography and GIS students will have the opportunity to make professional presentations (speaking and poster sessions) at future All Points of the Compass. Cost: Reg: -0- Trans: \$23.50 Hotel: -0- Meals: -0- TOTAL: \$23.50</p>
<p>Additional Information</p>
<p>Review and Approve Minutes: Minutes received and filed as written for October 19, 2015 and October 5, 2015.</p>
<p>Update Committee Charge: The committee members reviewed and discussed the committee charge and updated as follows:</p> <p>PROFESSIONAL DEVELOPEMENT COMMITTEE 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 is responsible for planning, programming, and the communication of campus professional development programs. The faculty members son the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty on the committee also serve as advisory to the sabbatical leave committee and the campus flex committee. (1stand 3rd Mondays, 2:00–3:00)</p>
<p>Career Pathways Workshop: Rania Hamdy updated the committee on the upcoming workshop. There is a mix of adjunct faculty and staff who are interested. This will be the first co-hort for the program for those interested in applying for and going into management positions.</p>
<p>District EMP and FMP—James Smith: James briefed the committee on the district hiring a consultant to partner with the architects working on the district and campus education and facilities master plans. James is supplying data on student/faculty counts and other important. The consultant will be meeting regularly at College Council on their progress. He will keep the committee informed on updates.</p>
<p>Next Meeting: November 16, 2015</p>

Flex & Flex Reports

For review and update*:

- **Flex Committee:**

A-C

D-G Suzi Mattson

H-K Quincy Brewer

L-N

O-S

T-V Jay Danley

W-Z Laura Gomez

*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 (1st and 3rd Mondays, 2:00-3:00 p.m.).