

# Professional Development Committee

**MINUTES**  
**DECEMBER 4, 2017**  
**LA-202**

Committee Members Laura Gomez; Rania Hamdy; Romana Pires; Matthew Robles; Dena Peters

## Agenda

Consent Agenda 2

Other Business 4

### 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 2017-2018 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.

The committee motioned to accept the consent agenda items, Romana Pires made the motion; and Laura Gomez 2<sup>nd</sup> the motion. Approved by general consensus.

**APPROVED for \$75** per the guidelines outlined above the Professional Development Committee, for Adjunct employees who can be funded up to \$250 per year for professional development.

Name: Desiree Padgett, P/T Faculty, Science

Activity: Health Workforce Initiative

Location: Ontario, CA

Dates: Jan. 10-11-2018

Purpose: 1) Benefit to the district--this conference affords the district employee to network with colleagues and learn new methodologies in teaching nursing students; Value to employee--develop best practices for using technology to engage students in active learning, explore the latest strategies for bridging the education-practice gap, identify opportunities for implementing creative instructional delivery techniques to improve student learning, and, implement assessment strategies.

Costs: Reg: \$75.00 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$75.00

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Name: D'Jhoanna Kelley, P/T Faculty, Science

Activity: Health Workforce Initiative

Location: Ontario, CA

Dates: Jan. 10-11-2018

Purpose: 1) Benefit to the district--this conference affords the district employee to network with colleagues and learn new methodologies in teaching nursing students; Value to employee--develop best practices for using technology to engage students in active learning, explore the latest strategies for bridging the education-practice gap, identify

opportunities for implementing creative instructional delivery techniques to improve student learning, and, implement assessment strategies.

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**Additional Information**

**Review and Approve Minutes:** Minutes not available, table for future meeting.

**Flex Day, January 11, 2018:** Rania Hamdy said the schedule is almost complete. HR to do a workshop on this day; other workshops, Office 365, Intro to Canvas, Active Shooter Training, Library new computer software, and Intellius, Know Your Education Benefits.

**Adjunct Orientation, January 11, 2018:** Adjunct orientation on the same day as Flex Day, which makes it easy for all involved. Event from 2:30-7:30 p.m. and 6:00-7:30 p.m. There will also be division meetings, and opportunity for faculty to sign contracts.

**Sabbatical Update Schedule Meeting for Monday, Jan. 22, 2018:** Rania said this is an important meeting we need to schedule. She referenced an email sent out; the application period is open now. She will send a follow-up email. Application closing date is 1/19/18. We are looking for a lot of applications. This special meeting will be to review and rank the applications submitted.

**Flex & Flex Reports:** Rania is going through and finding a lot of mistakes, example, date ranges, need specific dates.

- **Flex Committee\*:**

- A-C Suzi Mattson
- D-G Romana Pires
- H-K Matthew Robles
- L-N Elaine Akers/Christina Torres
- O-S Dolores Moreno
- T-V Jay Danley
- W-Z Laura Gomez

\*Committee updated Fall 2017

**Other:** Dena Peters presented a budget overview and will look into where the committee was budget wise the same time last year.

**Next Meeting: January 22, 2018**

*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 is responsible for planning, programming, and the 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 on the committee also serve as advisory to the sabbatical leave committee and the campus flex committee. (1stand 3<sup>rd</sup> Mondays, 2:00–3:00)*