

Professional Development Committee

MINUTES March 19, 2018 LA-202

Committee Members Attended: Elaine Akers; Jay Danley; Rania Hamdy; Susan Mattson; Dolores Moreno; Matthew Robles; Christina Torres; Dena Peters
Guests:

Agenda

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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 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.

APPROVED FOR \$149 per the guidelines outlined above for professional development funding. Christina Torres motioned to approve the consent agenda; Matt Robles 2nd the motion. Consent agenda approved; all in favor.

Name: Adam Pave, FT Faculty, Social Sciences

Activity: SASA 2018 Conference

Sponsor: South Asian Studies Association

Location: Claremont, CA

Dates: March 23-25, 2018

Purpose: The benefit to the district is that I am representing SBVC by presenting at an international conference on Global Ethics and World Hunger; the anticipated value is that I will receive feedback on my presentation, as well as attend valuable sessions which will provide me with knowledge I can incorporate into my courses for the benefit of students.

Costs: Reg: \$149 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$149

Additional Information

Review and Approve Minutes: Minutes from March 5, 2018, were reviewed by the committee. Matt Robles motioned to approve the minutes; Elaine Akers 2nd the motion. Minutes approved by general consensus.

SAOs – Rania: Professional Development has SAOs, which were established by Nori Sogomonian when she was interim coordinator. Rania reviewed the SAOs with the committee: facilitate employee training with a wide variety of topics; foster leadership skills; track faculty flex hours. This is a good time to think about SAOs and what this means, what we can do different, continue discussion to the end of the semester. Goals and objectives based on the needs (evidence). We also have a professional development one-year plan, and need to increase the timeframe to three years. Goals: create workshops and increase attendance.

Budget Update – Dena: A review of the current budget funding for conference requests and the end of the fiscal year to create purchase requisitions; move funds around for the Classified Connection Week. The deadline date to complete PRs, budget transfers is April 27, close of business.

Next Meeting: April 2, 2018

Additional Comments: Rania reviewed the calendar of events for the upcoming Classified Connection Week, which is June 4-7, 2018. This is the week when the campus goes to the 4/10 work week. These activities will be open to all staff working during the summer months.

Flex & Flex Reports

- 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

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. (1st and 3rd Mondays, 2:00–3:00)*