

# Professional Development Committee

**MINUTES**  
April 16, 2018  
LA-202

Committee Members Attended: Elaine Akers; Ana Bojorquez; Jay Danley; Rania Hamdy; 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 \$250 per the guidelines outlined above for professional development funding, plus an additional \$200 presenter fee.** Dena Peters motioned to approved the consent agenda; Christina Torres 2<sup>nd</sup> the motion. Request for funding approved by general consensus.

The committee briefly discussed presenter fee for part-time faculty. Elaine Akers motioned to approve to grant the presenter fee for this conference request; Jay Danley 2<sup>nd</sup>ed the motion. All committee members were in favor of this motion.

Name: Violette Kjeldgaard, PT Faculty

Activity: VASTA Conference, Presenter

Sponsor: Voice And Speech Trainers Association (VASTA)

Location: Seattle, WA

Dates: August 11-14, 2018

Purpose: Co-presenting a paper/workshop at the conference. This is an interdisciplinary conference this year, and I will be making networking connections and representing our district as well as gaining an immense amount of information for voice teaching.

Costs: Reg: \$275 Trans: -0- Hotel: \$160 Meals: -0- TOTAL: \$275

## Additional Information

**Review and Approve Minutes:** Minutes from April 2, 2018, were reviewed by the committee. Matt Robles motioned to approve the minutes; Elaine Akers 2<sup>nd</sup> the motion. Minutes approved as written.

**April 10 Flex Day Feedback:** Rania sent out a survey following the April 10 Flex Day activities. Results are still coming in. There was a variety of workshops/activities that took place: Accessibility MS, was well attended, more interest; Outlook, lots of employees interested in this workshop; ADP open labs, department chairs, best practices.

**August 9 Flex Day:** Returning for fall Flex day, community meeting and other workshops (Windows 10, Office 365; One Drive; Sharepoint; Adjunct Orientation, Canvas Accessibility; CPR Training; Classroom Management for Disruptive Students. Rania coordinating these activities.

**August 10 Opening Day:** There will be a guest speaker to discuss guided pathways—changing the way we do things, people working together, holistic purpose of the community college; there will be a brunch; faculty/department meetings; senate meetings; division meetings. Rania is open to feedback.

**Next Meeting: May 7, Planning Retreat:** We will have refreshments. Discussion on items for the next agenda: Presenter fee (FT/PT); funding limits review; professional development plan; SAOs..

#### 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 3<sup>rd</sup> Mondays, 2:00–3:00)*