

# Professional Development Committee

**MINUTES**  
**NOVEMBER 5, 2018**  
**LA-202**

Committee Members Attended Elizabeth Banuelos; Jennifer Bjerke; Jay Danley; Ernest Guillen; Rania Hamdy; Suzi Mattson; Melinda Moneymaker; Dena Peters; Matthew Robles; James Smith; Christina Torres.  
Guests: Amy Avelar, Faculty

## Agenda

Consent Agenda 0

Other Business 3

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.

NO CONSENT AGENDA ITEMS

**Accreditation Update:** James Smith and Amy Avelar gave a presentation as part of the Accreditation Committee on preparing for the next period of self-evaluation for the next accreditation visit in 2020 and how professional development will contribute to the self-evaluation, ref. #14 of the ISER templates. They are looking at a due date of 2/15/19 for the professional development committee to provide the requested evidence.

**Review and Approve Minutes:** Suzi Mattson motioned to approved the minutes from October 15, 2018; Melinda Moneymaker 2<sup>nd</sup> the motion. Minutes were accepted as written by general consensus.

**Budget Update:** Dena Peters updated the committee on the conference/travel budget which was \$12,579.11 as of 10/17/18. She also noted updated the committee on using the new Oracle financial system. Things are starting to work themselves with continued use of the system. She is getting faculty to provide delegate access to process travel claims.

### Other:

Great Teachers Seminar: Rania shared plans for upcoming GTS, proposing to combine activities with ZTC/DE/GTS, possibly Guided Pathways, a rebranding of Great Teachers Seminar. The committee brainstormed options, Rania is open to new topics.

Flex Day, 1/10/19 and Opening Day, 1/11/19:

Calendar Committee: Rania said the committee has not met; 16 week accepts, negotiation flex/district/April vote 2020 start.

Committee Reports: Rania proposed to start having committee members share around the table what is going on in their areas, report other committees, activities. Etc.

Flex Committee: Rania reminder committee members to continue approving flex hours.

Sabbaticals: Rania said applications for sabbatical leave are open. We will have more discussion on 11/19/18.

Next Meeting: November 19, 2018

Flex & Flex Reports

- A-C Jay Danley
- D-G Elizabeth Banuelos/Suzi Mattson
- H-K Matthew Robles
- L-N Jennifer Bjerke
- O-S Dolores Moreno
- T-V Melinda MoneyMaker
- W-Z Christina Torres

\*Committee updated Fall 2018, 9/13/18

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)*