

Professional Development Committee

MINUTES
December 3, 2018
LA-202

Committee Members Attended Elizabeth Banuelos; Jennifer Bjerke; Rania Hamdy; Suzi Mattson; Dena Peters; Matthew Robles; 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 2018-2019 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 reviewed the consent agenda. Matthew Robles motioned to approve the consent agenda; Jennifer Bjerke 2nd the motion. Item approved per general consensus.

APPROVED for \$750 per the guidelines for funding up to a maximum of \$750 per year per full-time employee for the 2018-19 academic year.

Name: Lucas Cuny, FT Faculty, RTVF

Activity: Society for Cinema and Media Studies (SCMS) Annual Conference

Sponsor: SCMS

Location: Seattle, WA

Dates: March 13-17, 2019

Purpose: As the department's full-time faculty, I will learn about other education models for cinema and media, as well as increasing university partnerships and collaborations; this provides our district with international exposure for our program that will complement that program's international student film festival.

Costs: Reg: \$160 Trans: \$216 Hotel: \$76 Meals: -0- TOTAL: \$1,116

Review and Approve Minutes: Minutes from November 19, 2018, were reviewed by those in attendance. Jennifer Bjerke motioned to approve the minutes with corrections; Matthew Robles 2nd the motion. Minutes accepted for the record.

Budget Update: Dena Peters gave a budget update. Discussion ensued on sending an email in January reminding them to submit conference requests/agenda items early due to the budget cutoff dates.

Committee Member Reports: 1/10/19, Flex Day/Adjunct Orientation, overlap both activities for presenters—benefit all involved; VPI new hire to start in the new year; 1/11/19, opening day, all faculty meeting; Guided Pathways, 12/4/18; ZTC event in March.

Next Meeting, December 17, 2018: It was decided by the committee that we would not have a meeting on this day. Next meeting scheduled is for February 4, 2019. Any requests that come in will look at an e-vote.

Flex & Flex Reports: Approval of flex items should be ongoing. Rania to remind faculty to continue approving flex submissions during the winter break. We can do as a group in future meetings in the computer lab.

- 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 3rd Mondays, 2:00–3:00)*