

# Professional Development Committee

**MINUTES**  
**SEPTEMBER 16, 2019**  
**LA-202**

Committee Members Attended: Jennifer Bjerke; Jay Danley; Rania Hamdy; Suzi Mattson; Melinda Moneymaker; Dolores Moreno; Dena Peters; Matthew Robles;  
Guests: Joanna Oxendine; Davena Burns-Peters

## 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 2019-2020 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 \$270.19 per the funding guidelines established by the Professional Development for the 2019-2020 academic year to fund up to \$750 per year per full-time employee.**

Name: Amelia Gonzales, FT Classified, Criminal Justice

Activity: Business Writing for Results

Sponsor: Fred Pryor Seminars

Location: Ontario, CA

Date: December 10, 2019

Purpose: The value of this training will increase professional business writing. The effective emails, memos, and letters are the benefits derived from this seminar. It also helps promote classified professional development.

Costs: Reg: \$199 Trans: \$21.69 Hotel: -0- Meals: 49.50 TOTAL: \$270.19

### **APPROVED FOR \$68.44 per the funding guidelines established by the Professional Development for the 2019-2020 academic year to fund up to \$750 per year per full-time employee.**

Name: Christie Gabriel-Millette, FT Classified, Research & Planning

Activity: ASCCC MIS-Recoding Project Regional Meeting – N. Orange/South L.A.

Sponsor: Academic Senate for Calif. Community Colleges (ASCCC)

Location: Cypress, CA

Date: September 11, 2019

Purpose: ASCCC will provide information regarding new MIS recoding and AB705 data collection needs/possibilities. AB705 data collection begins fall 2019. This workshop should provide additional information regarding the data collection needs in conjunction with the new MIS coding.

Costs: Reg: -0- Trans: \$68.55 Hotel: -0- Meals: -0- TOTAL: \$68.44

***APPROVED FOR FUNDING CONSIDERATION PER DISCUSSION ON USING FUNDS FROM NEW CTE ONLINE PATHWAYS GRANT. New process outlined and new form to be sent to employees whom the committee***

*believes can use these funds; employee to complete form and return for further consideration; if approved, activity can be fully funded using this funding source. Davena Burns-Peters attended the meeting to provide detailed information on the funding available and seeking a solution with the professional development committee. Suzie Mattson motioned to approve the activities listed below for funding using the grant funds; Matt Robles 2nded the motion. Approved by general consensus.*

**APPROVED FOR FUNDING CONSIDERATION PER DISCUSSION ON USING FUNDS FROM NEW CTE ONLINE PATHWAYS GRANT. Employee to complete form and return for further consideration; if approved, activity can be fully funded using this funding source.**

Name: David Valcarcel, PT Faculty, Music

Activity: Online Learning Consortium (OLC) Accelerate

Sponsor: OLC

Location: Orlando, FL

Dates: November 19-22, 2019

Purpose: The value and purpose of attending OLC Accelerate is to grow knowledge base and skill sets to improve in quality online learning, and advance best practice guidance and innovation in online learning. The benefit to SBCCD is to improve online music courses taught and further support professional development for online learning and local POCR.

Costs: \$695 Trans: \$411.98 Hotel: \$780.80 Meals: -0- TOTAL: \$1,888.78

**APPROVED for \$500 per the funding guidelines established by the Professional Development Committee for the 1029-2020 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.**

Name: Mark Williams, FT Faculty, Collision/Tech

Activity: World's Largest Trade Show & Training Event for Automotive/Collision Industries

Sponsor: Specialty Equipment Manufacturing Association (SEMA)

Location: Las Vegas, NV

Dates: November 5-8, 2019

Purpose: This trade show will provide educational seminars, hybrid and electric vehicle innovations, product demonstrations and 2400 exhibiting companies. We will solidify strategic partnerships and networking with industry peers and meet new advisory members who may become donors.

Costs: Reg: \$250 Trans: \$419.84 Hotel: \$1,100 Meals: \$380 TOTAL: \$2,149.84\*

\*Additional funding sources available.

**APPROVED for \$500 per the funding guidelines established by the Professional Development Committee for the 1029-2020 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.**

Name: Manuel Loera, FT Faculty, Collision/Tech

Activity: World's Largest Trade Show & Training Event for Automotive/Collision Industries

Sponsor: Specialty Equipment Manufacturing Association (SEMA)

Location: Las Vegas, NV

Dates: November 5-8, 2019

Purpose: This trade show will provide educational seminars, hybrid and electric vehicle innovations, product demonstrations and 2400 exhibiting companies. We will solidify strategic partnerships and networking with industry peers and meet new advisory members who may become donors.

Costs: Reg: \$250 Trans: \$200 Hotel: -0- Meals: \$380 TOTAL: \$830\*

**APPROVED for \$146.65 per the funding guidelines for adjunct employees to receive funding for up to \$250 per year for professional development.**

Name: Robert "Chris" Berry, PT Faculty, Fine Arts/Music

<p>Activity: National Association of Music Merchants (NAMM) Show 2109</p> <p>Sponsor: NAMM</p> <p>Location: Anaheim, CA</p> <p>Dates: January 16-20, 2020</p> <p>Purpose: Discovery and demonstration of software and equipment used by music classes. Most national and international music suppliers are represented at this show along with the sister shows in Nashville and Germany. The educational arm of NAMM offers educational seminars. The College Music Society also offers seminars. The value of attending this event is high in seeing all the vendors and seminars in one place. Contact information for these vendors can be very valuable as a future resource.</p> <p>Costs: Reg: \$35 Trans: \$71.65 Hotel: -0- Meals: \$40 TOTAL: \$146.65</p>
<p><b>Review and Approve Minutes—August 19, 2019:</b> The minutes were accepted as written by the committee, general consensus.</p>
<p><b>Flex Day, September 27</b>—Rania has sent out the agenda via campus-wide email; still updating with additional workshops; there will also be a Campus &amp; Community Meeting in the morning on this day.</p>
<p><b>Can-O-Vate, October 25</b>—This is a distance education project. This event is sponsored by @One. Davena Burns-Peters explained the project for the committee. SBVC will be a host/hub with a dedicated space of OER/ZTC workshops taking place on this day. More info to follow as we get closer to the event date.</p>
<p><b>Great Teachers Seminar at CHC, November 1</b>—Rania Hamdy is working with the new PD Coordinator at Crafton Hills College. CHC has lots of space to utilize and so we are looking to hold this event at CHC at no cost, which frees up funds for other things. This event has also moved to the fall season, instead of the spring time. More info to follow.</p>
<p><b>Classified Connection Week Update</b>—Both Rania Hamdy and the classified professional leaders have agreed to let the classified staff take ownership of planning for events. There has always been a subcommittee which worked with the professional development coordinator; this committee will continue on and Ernest Guillen will be the liaison between the committee and the classified professionals. This change was also brought forth to the president who agreed to approve this change in planning the Classified Connection Week activities.</p>
<p><b>Feedback from Faculty on Advancement in Rank Process</b>—Rania had a handout for faculty handout requesting feedback. Joe Notarangelo is proposing to align the process with CHC.</p>
<p><b>Discussion on Changing Due Date of Flex Submission</b>—Rania wanted feedback from those on the flex committee on changing the deadline date of 5/31. Although she has given leeway in good faith extended date to 6/30. She proposed to move the deadline up and needs a motion. After the current deadline, 5/31, faculty are gone and not available, the flex committee is also gone. People wait till the end. Want a hard date the week before finals to 5/15. There will still be certain circumstances that will be considered if submitted after the new proposed deadline. Matt Robles motioned to move the due date for flex submissions to 5/15/ of each academic year; Dolores Moreno 2<sup>nd</sup> the motion. Approved by general consensus to change on the flex tracker and email. Language change: <i>“All flex is due on this date, 5/15. We will only accept anything else if your event falls within those dates (proof). We will not accept your submission if it falls prior to the deadline date of (5/15?).”</i></p>
<p>waOther</p> <ul style="list-style-type: none"> <li>• Committee Member Reports</li> </ul>
<p>Next Meeting: October 7, 2019</p>
<p>Flex &amp; Flex Reports</p> <ul style="list-style-type: none"> <li>• A-C Jay Danley</li> <li>D-G Elizabeth Banuelos/Suzi Mattson</li> <li>H-K Matthew Robles</li> <li>L-N Jennifer Bjerke</li> <li>O-S Dolores Moreno</li> <li>T-V Melinda Money maker</li> <li>W-Z Christina Torres</li> </ul>

\*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)*