

# Professional Development Committee

**MINUTES**  
**MONDAY, MARCH 15, 2021**  
**2:00-3:00 P.M.**  
**Via Zoom Link**

Committee Members Attended Ernest Guillen; Rania Hamdy; Suzi Mattson; Dolores Moreno; Dena Peters; James Smith; Carmen Rodriguez.  
Guests: Ariel Davis

## Agenda

Consent Agenda 3

Other Business 6

### 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 2020-2021 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.

There were two more additions to the Group Activity event that was approved at the previous committee meeting. These requests were put on the agenda for formal approval and information only. **Ernest Guillen motioned to approve the consent agenda items; Suzie Mattson 2<sup>nd</sup> the motion. Approved by general consensus.**

### **Name: Angela Godwin, Faculty, Humanities\***

Activity: Online Teaching Conference 2021

Sponsor: California Community Colleges: Tech Connect

Dates: 6/21/21 to 6/23/21

Location: Online

Purpose: To gain online teaching strategies to practice and implement in the class. The value is a better prepared online teaching faculty and to enhance and improve student success.

Costs: Reg: \$150 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$150

**\*Additional requests submitted after the last meeting, 3/1/21. This is a request for several employees to attend the same event:**

**\*Pedro Rivera**

**\*Maria Notarangelo**

**Review and Approve Minutes--March 1, 2021:** Minutes were accepted as written, by general consensus.

**Budget Update 2020-2021--PR Budget Cut-off Date, 4/30/21:** Dena Peters mentioned the cutoff date established by the district for all PRs to be submitted for 2020-2021 fiscal year. The committee will put an earlier deadline date of 4/19/21 to cutoff any conference attendances for the remainder of the year. We may have an e-vote if an item comes in prior to the actual 4/30/21, if time permits.

**Campus Climate Survey Review – James Smith & Committee Feedback:** As discussed at the last meeting, James wanted to get feedback from the committee on the upcoming campus climates for students and faculty. He is going to the various committees for input, looking at professional development questions for any updates, revisions, looking for redundant questions. He asked committee members to review the surveys which are posted on the Research webpage and come back with feedback at the next meeting.

**Professional Development Survey:** James met with Rania and Dena to discuss updating this survey. Research staff will update the survey and prepare to send and get back on track to get this survey out on an annual basis.

**Professional Development Activities:**

- SOUL-stress Oasis: Ernie provided feedback on this latest event.
- COVID-19 Forums: Rania working with Tatiana Vasquez on setting up the forums.
- Vision Resource Center (VRC): Rania is creating a video demonstrating how to sign-up and access the VRC.
- Guided Pathways: Rania collaboration with the committee and faculty chairs. Canvas has been used, but this is not a good platform for collaboration. Looking at Sharepoint and MS Teams as a transition.

**Committee Reports:** Each committee member reported current events and activities taking place on-campus and in the virtual realm. Still a live and active campus while most are working and attending classes online.

**Next Meeting: April 5, 2021**

**Flex & Flex Reports**

- A-C Jay Danley
- D-G Vacant/Suzi Mattson
- H-K Matthew Robles
- L-N Vacant
- O-S Dolores Moreno
- T-V Melinda Money maker
- W-Z Christina Torres

\*Committee updated Fall 2019, 10/5/2020

**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)*