

Professional Development Meeting

Date: February 5, 2018
 Present: S. Sandhu, T. Cook, R. Olive, J. Mckenna, S. Montgomery, S. Foster and M. Lizardo

Agenda	Discussion	Follow-up Action
<p>Approve Agenda for 2/5/18</p> <p>Review & Approve Minutes from November and December 2017</p> <p>New Committee Members</p> <p>PD Event Proposal Received</p> <ul style="list-style-type: none"> • Find Your Way to Job Satisfaction and Higher Wages (Susie O'Brien) • Any Wednesday at noon except 3/21 <p>CoA Flex Day Program</p> <ul style="list-style-type: none"> • Guided Pathways (1/2 day) • Prompt Training • Cost of Breakfast/Lunch covered by President's office <p>Webpage Updates:</p> <ul style="list-style-type: none"> • State/District/Union Official Language for Funding Coverage/Requests • Updated Staff Development Funding Form – Word doc 	<p>The committee members approve the agenda as presented.</p> <p>Motion by J. Mckenna, second by T. Cook. Motion carried. Minutes from November 6 and December 4, 2017 approved.</p> <p>PD Chair mentioned that our new (admin) committee members are: M. Jordan(formerly L. Celhay) and A. Butler (formerly F. Tran)</p> <p>S. O'Brien is to offer workshop regarding "Find Your Way to Job Satisfaction and Higher Wages" w/c will take place in F-building, Pit. ML is to provide the facilities request form to Ms. O'Brien in booking F-building for her event.</p> <p>Discussion regarding CoA Flex Day:</p> <ul style="list-style-type: none"> • President Karas proposes/requests approval that 1/2 day of the Flex will be dedicated for Guided Pathways. Given this, PD Chair will request funding for food (breakfast and lunch) from the President office. • Seek workshop proposal(s) from faculty • Professional Development requires on-going workshop(s) which desires involvement from everyone particularly the faculty. • On-line workshop/training option mostly for adjunct faculty who may not be able to attend Flex day(s) in person. <p>Chair S. Sandhu provided to committee members a list of applicable related items which may be considered for PD funding approval (enumerated list of staff, student and instructional improvements).</p> <p>Discussion related to this:</p> <ul style="list-style-type: none"> • PD funding is strictly for faculty only • Having a working draft/doc share w/ committee members for edits. <p>Meeting adjourned</p>	<p>Committee members approve the agenda as presented.</p> <p>Minutes from 11/6 and 12/4/17 approved.</p> <p>PD Chair will talk to President Karas to request food funding for CoA Flex Day.</p> <p>Chair S. Sandhu will start this working draft to be shared to committee members for edits.</p>

Submitted by: Marivic Lizardo