

Professional Development Committee Minutes

May 5, 2016 1:00pm to 2:00pm

Attendees: Aasi, Fazal; Crozier, Judy; Wimberly, Wendy; Gillis, Amber; Manikandan, Gayathri; Sasser, Rachelle; Zambrano, Ruth.

1. Professional Development Committee Structure:

- Removed Kowalski, Victor and Delgado, Catalina from the committee as they are no longer participating.
- Need to add Gayathri Manikandan to the committee list as she has been attending the committee for the past three years.
- Ms. Sasser will contact Edwards, Shirley and Grace, Mary to see if they are still interested in being the part of this committee as they are not attending the committee meetings.

2. Faculty Co-Chair Nomination:

- Wendy nominated Ruth Zambrano to be the Faculty Co-Chair for this committee. Judy second it and all approved. Congratulations to Ruth Zambrano on her new position.

3. Minutes from Previous Semester:

- The meeting minutes from the past years should be posted on the Compton website as soon as possible.
- Gayathri will contact the office of Dr. Curry to get access for posting the past meeting minutes.
- Ruth will post the prior meeting minutes online as she has access to post it on the Compton website.

4. Goals for the year 2016 - 2017:

- Need to develop the goals for the year 2016 – 2017, share your ideas on the next meeting.

5. Professional Development Fund:

- The maximum fund requested is increased to \$1200 for full-timers and \$800 for the part-timers depending on the availability.
- Need to advertise these funds in the webpage and on the flex day.
- The fund request forms are not filled properly and always need more information.
- On this Flex day, Ruth will present on how to fill out the forms correct with all the needed attachments. Also sample forms will be given out to all the faculties during this presentation on the flex day. Ruth will contact Paul Flor regarding this presentation.
- If the faculty is requesting for the mileage, they should have taken a Safe Driver Training. Contact Lt. Box for the training.

6. Adjunct Faculty Welcome Lunch on the Flex Day:

- Judy will contact Barbara Perez regarding this.

7. Applause Cards:

- The committee members are very happy to see that applause cards are being used and the employees who get applauded are getting certificate of appreciation.

8. Conference Fund Request:

- Katherine Marsh is requesting funds for the following three conferences below. All her three requests need the signature from her manger. They were sent back to her to get the signature.
 1. 2015-2016 ASM Science Teaching Fellowship program (\$100)
 2. Biology Scholars Course: Education Research (\$1086)
 3. American Society of Microbiology Conference for Undergraduate Educators (\$1716)

Next meeting → June 20th, 2016 4:00pm to 5:00pm.