

Professional Development Committee Minutes

November 10th, 2016 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachele; Zambrano, Ruth; Crozier, Judy

1. October 2016 meeting minutes was approved.

2. Goals for the year 2016 - 2017:

1. Reimbursement packet:
 - Ruth and Gayathri created a sample on filling the reimbursement packet. There are few things to be fixed.
 - The packets should be put in the Human Resources website.
2. Health Fair tentatively on May 10th, 2017 around 10:00am at student Lounge for approximately 3 hours:
 - This event is still on, student lounge reserved for this event.
3. Faculty Suggestions for Professional Development workshops:
 - Canvas Training "Crash course" is offered twice on Nov 18th for the faculties who have already completed the ETUDES certification. Waiting to know more the regular training for those who need learn Canvas.
 - Relaxation hour: Ms. Sasser will contact Kaiser to find out more about this. For will be decided based on the December 9th presentations by two medical groups CalPERS and Veba.
 - Safe Driver Training: Tentatively scheduled on February 28th from 1:00pm to 2:00pm
 - Maximum of 25 employees can attend and attendees should bring the CA drivers license.
 - Need to schedule a room with PowerPoint set up to include the projector/screen and dvd player with a laptop if possible. Need to make sure the system has good audio available as well.
 - Student Equity "Cookies and Tea": Small group discussion about student equity.
 - Ruth and Wendy will follow up with Bailey Smith to get the topic and recommendations for facilitator for this event.
 - This will be conducted around in February, 2017
 - Maximum of 15 attendees will discuss the topics on student equity.
 - Flex credit and snacks will be provided.
 - Flex Hour Tuesday: One hour flex activity is to be scheduled every month on a Tuesday during the college hour from 1:00pm to 2:00pm.
 - Judy will contact Barbara Perez to ask the deans (during the deans meeting) to schedule the division/department meeting on the same Tuesdays for all the divisions. This way we can have at least one Tuesday for offering flex activities for the employees.

3. Conference Reimbursement Request:

- Ruth updated Committee ballots for conference reimbursement.
- No conference requests were submitted for approval this time.

4. Expenditure Tracking: → Moved to next meeting.

- Mary has created a draft worksheet to track the budget. Will review it next meeting.

5. Coordinated Leadership Development Program Funding:

- Group of people including Dr. Curry, Elizabeth Martinez, Bailey Smith, etc. have created a proposal.
- All the committee members should read the proposal and will discuss next meeting

6. Miscellaneous: Yet to discuss!

- All members review Professional and Staff Development plan sent by Ruth; on the next PD meeting the Mission statement, goals, objectives and other items can be reviewed and submitted to CEO.

Next meeting → Yet to be decided!!