

Professional Development Committee Minutes

March 7th, 2017 1:00pm to 2:00pm

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

1. February 2017 meeting minutes was approved.
2. Conference Reimbursement Requests:
 - There was one request from Dr. Ikaweb Buntina for \$862 for attending FACCC Advocacy and Policy Conference at Sacramento which needs more information
3. Health Fair tentatively on May 10th, 2017 around 10:00am to 1:00pm at student Lounge:
 - Judy will contact Michael to bring the local vendors.
 - No benefits people because we might change.
 - We could invite corporate memberships, pet store, 24 hour fitness, nutritionists, Massage people, BMI measuring machine, etc.
4. Dr. Alvarado Presentation:
 - Presentation was on outreach and school relations.
 - Provided Educator Guide and explained about the student enrollment cycle.
 - She mentioned that there is no mechanism to track the students who enrolled in the concurrent enrollment.
 - There are two programs scheduled for the students
 1. April 26th: STEM Day
 2. May 24th Majors and Career Day
5. Safe Driver Training: Need to reschedule.
 - Advertise in the Division meetings and get names of the interested employees.
 - Depending on the number of employees, the venue and dates should be decided.
 - Bring the name list of the faculties interested in attending this training.
 - Judy will create a Form for this.
6. Flex Hour Tuesday: The following two events are tentatively scheduled on April 18th and May 30th.
 - "Enrollment and Retention" Discussion on the improving the students retention
 - "One Day Book Club" on the book "Whistling Vivaldi" by Claude Steele
 - Jason Suarez from ECC Student Equity Program offered to help.
 - We need to advertise heavily and should have a planned dynamic activity.
7. Future plans:
 - Offer "App Development" by Corrine Hoisington during fall 2017 flex day.
 - Offer "Webpage Refresher course", depending on Alana's availability.
 - Judy will contact Corrine and Alana regarding these events and update the committee.

Next meeting → Tuesday March 28th, from 1:00pm to 2:00pm at Human Resources office.