

## Professional Development Committee Minutes

April 25th, 2017 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachele; Zambrano, Ruth; Edwards, Shirley; Wimberly, Wendy; Hawkins, Alice; Kowalski, Victor

1. March 28<sup>th</sup>, 2017 meeting minutes was approved.
2. Conference Request:
  - Amanda Reyes, Adjunct English Faculty requested a total of \$1257 got approved.
    1. CCCC Regional Conference at San Jose, CA from June 8<sup>th</sup> to 10<sup>th</sup>, 2017 for \$660
    2. Young Rhetorician's Conference at Monterey Bay, CA from June 22<sup>nd</sup> to 24<sup>th</sup>, 2017 for \$597
  - Katherine Marsh, Biology Instructor's request needs the estimate print outs from hotel.
    1. American Society for Microbiology Conference for Under Graduate Educators at Denver, CO from July 27<sup>th</sup> to 30<sup>th</sup>, 2017 for \$1015
3. Conference Reimbursement Request Ballot:
  - Ruth will email Alice the electronic ballot sheet so that Alice can add Victor and her name on it.
  - Need to delete Amber name from this ballot.
4. Health Fair tentatively on May 10th, 2017 around 10:00am to 1:00pm at student Lounge → On schedule
5. Safe Driver Training: → Tabled
  - So far 15 people signed up and waiting to get the list from other divisions.
  - Tentatively it will be on May 23<sup>rd</sup>, 2017 from 1:00pm to 2:00pm
  - Judy will email Lt. Box for his availability to do this training.
  - Ms. Sasser will check the availability of the staff lounge.
6. Flex Hour Tuesday: 100pm to 2:00pm
  - April 18<sup>th</sup>: "Increase Student Success in Your Classroom based on the book "Whistling Vivaldi" by Claude Steele presented by Judy Crozier and Minodora Moldoveanu
    - Great job by the presenters Judy and Minadora. Good Turnout. Well done team.
    - Thanks to Linda Coleman for helping us in getting the books!!
    - Participants requested us to offer the following workshops on our campus:  
Computer Training, Canvas, Hands on workshop on Omni Update, STRS Workshop, Bridge the gap between Faculties and Administrators.
  - May 30<sup>th</sup>: 100pm to 2:00pm
    - Dr. Aasi will contact Joshua Meadors and Jessica Sanchez for the recent data.
    - Dr. Aasi will email Ruth with the Title and a brief description on the workshop.
    - Ms. Sasser will reserve Staff Lounge with the request for projector, 4 tables with 24 chairs and 4 flip-boards.
    - Ruth will put the event on the flex reporter with online feedback request, with maximum enrollment of 25 people.
    - Ruth will request Judy to create flyer for this event.

7. Committee Member Update:

- The member names on the Professional Development Committee list need to be updated.
- Pham, Hoa should be replaced by Dr. Aasi.
- Our heartiest welcome to Alice and Victor for joining this committee.

8. Goals for 2016-2017 Update → Tabled

- 2016 Flex Day PD presentation done
- Classified Staff Day was took over by Dr. Curry
- Health Fair on schedule
- PD Activities for Flex Tuesday: Two of them scheduled

9. Agenda item for the next meeting: Professional Development for Classified staff

- Wendy brought the flyer for workshop, "Customer Service through the Customer's eye"
- Ms. Sasser is going to find the level of interest from the classified employees before discussing with the vendors on the package.

10. Enrollment Services Workshop → Professional Development is not going to be part of this one.

11. Future plans: (Goals for 2017-2018)

- 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.
- Canvas Training: Ruth will contact Gema Perez to see if any of the faculties attended "Training the trainees on Canvas" to present a workshop on the canvas at Compton Center and provide sandbox canvas shell for the participants to practice.

12. Professional Development Budget:

- Ms. Sasser need to check with Barbara Perez regarding the details on the Budget.

13. Miscellaneous:

- Alice will post the meeting minutes and agenda on the website.
- Ruth will contact the interim CBO for the permission to merge the forms for the Conference request electronic file.

Next meeting → Tuesday May 9<sup>th</sup>, from 1:00pm to 2:00pm at Human Resources office.