



**Professional Development Committee Meeting Minutes**  
**November 14, 2017**  
**Time: 1:00-2:00 p.m.**  
**Location: Human Resources Conference Room**

**Vision**

Compton College will be the leading institution of student learning and success in higher education.

**Mission Statement**

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

**Meeting Participants**

Rachelle Sasser  
Syria Purdom  
Gayathri Manikandan  
Fazal Aasi

Judith Crozier  
Pham Hoa  
Victor Kowalski

Absent: Wendy Wimberly, Alice Hawkins

**Minutes**

1. October 10th, 2017 meeting minutes were approved.
2. Conference Request: None
  - Full-timers have maximum of \$1200
  - Part-timers depends on the budget available.
3. Conference Reimbursement Forms:
  - Syria is going to upload the conference reimbursement packet online. One form is not fillable but others are fillable. Syria need to get access for posting these online and she will follow up.
  - Gayathri will send the forms to Syria.
4. Health Fair:
  - Tentatively on Thursday April 26<sup>th</sup> from 10:00am to 1:00pm
  - Ms. Sasser will request 15 tables for this in the student lounge.
5. 4CSD conference is in Claremont:
  - March 14 is preconference and conference will be on March 15, 16.
  - Syria and Judy are interested in attending this 4CSD conference.
  - The institutional membership is \$175. \$50 for Individual. Non-members is \$550 and Members \$495.
  - Judy emailed the institutional membership form to Ms. Sasser.

- Judy will email the registration form to all in December as soon as it is available

#### 6. Suggestion cards:

- Faculty input will be collected during the spring flex day division meeting.
- Dr. Aasi will survey Division 1, Hoa will do Division 2, Judy and Gayathri will do Division 3.
- There are 98 faculties at Compton. Syria will email the survey to Ms. Sasser who will order the copies.

#### 7. Staff PD:

- Wendy surveyed the classified staff at the union meeting on the professional development needs.
- Most of them selected MS Excel and the second choice will be Adobe fillable forms.
- We request Lisa for the MS Excel in-person training and online Adobe Fillable forms.
- Syria will request SSC 108 for the MS Excel training. Syria and Wendy will come up with the flyer so the Ms. Sasser will email it. The maximum number of people to attend will be 25 as first come first serve.
- Ms. Sasser is going to check the availability with Lisa and Elana.

#### 8. Faculty PD:

- The online training that was scheduled on Nov 27<sup>th</sup> from 10:00am to 11:00am on Intro to 508 and Universal Design. A test run should be done before the real training.
- Ms. Sasser will follow up with Elana and decide whether it will be feasible to offer this workshop.
- Victor is available if needed. He will do the test run with Elana before the training and be there during the training. Victor will follow up with Elana and ITS person.

#### 9. Next Flex Tuesday Activity: Flipped Fun!

- Get Flipped workshop had 13 attendees for this workshop.
- Follow up activity is created by Nikki and will be offered in spring 2018. Judy will follow up with Nikki.
- It will be open to everyone. Tentatively on March 27<sup>th</sup>, 2018 from 1 to 2pm.
- Dr. Aasi will email the attendees list to Ms. Sasser.

#### 10. Guided Pathways:

- We can start the Book club on Guided Pathways for spring 2018.
- Syria will check with previous book club members to see if we can contribute discussion questions
- The proposed dates are: 3/20, 4/17, and 5/15 from 1pm to 2pm

Next meeting → Second Tuesday of the month, March 13<sup>th</sup>, from 1pm to 2pm.

**The Next Scheduled Meeting:  
March 13, 2018  
1-2 p.m. / Human Resources Conference Room**