

Professional Development Committee Minutes

March 13th, 2018 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachelle; Syria Purdom; Crozier, Judy; Hoa Pham; Wendy Wimberly; Nikki Williams.

Absent: Victor Kowalski; Alice Hawkins

1. November 14th, 2017 meeting minutes were approved. Syria can post the November minutes online.
2. Conference Request: All 5 requests got approved
 - Ms. Colleen Edwards will be going to “American Association for Women in Community Colleges at Cerritos, CA on 5/11/18 (not to exceed \$200)
 - Mr. David McPatchell went to “National Institute on the Teaching of Psychology” at St. Pete Beach, FL from Jan 3- 6, 2018 requesting \$1623.61
 - Ms. Syria Purdom and Ms. Wendy Wimberly will be going to ACTLA 2018 Conference at San Diego, CA from 4/26/18 to 4/28/18 for approximately \$1100 and \$1000 respectively.
 - Mr. Miguel Ornelas will be attending ICTCM 2018 during 3/15/18 to 3/18/18 at Washington DC for approximately \$1200
 - Other requests submitted before this meeting was approved by Ms. Sasser.
 - Ms. Sasser will check with Business Office to see how much budget is left for this year.
 - Ms. Manikandan will add Ms. Hoa Pham to the Conference Reimbursement approval form.
3. Health and Lifestyle Expo:
 - Thursday April 26th from 11:00am to 1:00pm in student lounge. Due to the low attendance last year, we scheduled it only for 2 hours this year.
 - Waiting to hear from Mr. Michael for the vendor list.
 - There will be free health screening for all the employees. Also there will be giveaways and raffle prizes.
 - Ms. Crozier will update the flyer.
4. 4CSD conference is in Claremont: Couldn't make it this time.
5. Suggestion cards:
 - Dr. Aasi compiled the survey list from spring flex day and provided a copy to all.
 - Only 10 tenure faculties and 8 full-time staff participated.
 - Most of them wanting to have Interactive workshops.
 - Please review the survey results and bring your ideas for Fall 2018 flex activities to our next meeting.
6. Faculty/Staff PD:
 - Faculty members decided to have Canvas “Quick and Dirty” workshop.
 - Staff members decided to have “MS Excel” workshop.
 - Ms. Sasser will check with Elana to fix the dates for these workshops during spring 2018.
7. Next Flex Tuesday Activity: “Working Shop” for getting hands on experience for flipping your class.
 - It will be on March 27th, 2018 from 1 to 2pm and open to everyone.
 - Ms. Crozier will email the form for putting this event in the flex reporter to Ms. Williams.

- Ms. Williams will create the flyer, email the filled form to Mr. Tuan Hua to have this event on the flex reporter.
- We need to request to Ms. Gema Perez to create a sandbox for all the employees who registered for this workshop.
- During the workshop, participants will be paired up to create their own flipped class.

8. Guided Pathways:

- Books are ready to be picked up from Dr. A's Office along with the bookmark that tells us the chapters to read before each meeting date.
- So far we have 12 people signed up and expecting ASB students to participate as well.
- Meeting dates are: 3/20, 4/17, and 5/15 from 1pm to 2pm at Student Success Center room 220

9. Omni OU update:

- Everyone need to make sure that their webpage is accessible meaning the links are working, etc.

Next meeting → Since the second Tuesday of the month being a spring break, our next meeting will be on Thursday, April 19th, 2018 from 1pm to 2pm at Human Resource office.

Enjoy your spring break everyone!!