



**Professional Development Committee
Meeting Notes (Minutes)
May 8, 2018
1:00 – 2:00 pm**

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

Aasi, Fazal	Sasser, Rachelle	
Judy Crozier	Manikandan, Gayathri	
Victor Kowalski		
Wendy Wimberly		

Meeting Minutes

1. Agenda was approved by J. Crozier with the name correction for Alice Hawkins.
2. April 19th, 2018 meeting minutes was approved by J. Crozier and seconded by R. Sasser.
3. Conference Requests:
 - A. The following English faculties will be attending the CAP 3-day Intense Workshop from 7/13/18 to 7/15/18 at Riverside CA and all were requesting \$600 each. All these four requests got approved.
 - Amanda Reyes
 - Judy Crozier
 - Elizabeth Walker
 - Abigail Guadron
 - B. Dr. Jose M. Villalobos from Math will be attending CAP workshop from June 22-24, 2018 at San Bruno (San Francisco), CA with the mileage and expense not to exceed \$1200. This request got approved.
 - C. David Berck from Athletics will be attending a conference on “Practical Applications in Sports Medicine” at Palm Springs, CA from June 22 to 24, 2018. This request was not approved due to the missing administrator signature and maximum expenditure amount.

4. Health and Lifestyle Expo:

- A. Michael from expo confirmed the health fair date and time.
- B. Health fair is tentatively scheduled on Wednesday, Oct 3rd, 2018 from 11:00am to 1:00pm.
- C. Need to give the flyer in the flex day packet and announce in the division meetings.

5. Staff Professional Development.

- A. Staff PD was a huge success. There were around 90 participants and everyone enjoyed a lot and looking forward for the next year Staff PD Day.
- B. There were a lot of fun filled activities, prizes and give-away for the participants.
- C. Our special thanks to Pamela Wilkerson, Linda Cole, Kayla Ellis, Rachelle Sasser and all others for their hard work for making this event successful.
- D. For the next year, we need to organize the Staff PD during April to avoid conflict with other activities on campus.
- E. W. Wimberly suggested that for the next time we offer the Staff PD day, there should be two food lines to avoid the long wait.

6. Prof. Development by Elana

- A. Elana offered “Canvas, Quick and Dirty” workshop at Compton on Friday April 27th. Judy will follow up with Elana on the attendance.
- B. Workshop on MS. Excel Level 2: Charts and Tables will be offered before June 21st tentatively. Judy will follow up with Elana on the dates. Since campus will be closed on Fridays, it can be any day on Monday to Thursday.

7. Book Club for Fall 2018

- A. The spring 2019 book club will be on the book, “The College Fear Factor: How Students and Professors Misunderstand One Another”.
- B. Since the third book club meeting for spring 2018 was cancelled. The Fall 2019 book club will continue with the current book on “Guided Pathways”.
- C. The Fall 2018 book club will meet on the September 25th, October 30th and November 27th, 2018 from 1pm to 2pm.

8. Discussions on Staff Calendar

- A. H. Parnock updated that Ms. Sasser can approve items in the Compton Calendar.
- B. Syria can post the book club dates and PDC meeting dates on the Compton Calendar.

9. Survey Classified Staff for Recent Professional Development Activity:

- A. S. Purdom offered to develop the survey.--> Tabled.

10. Webpage update:

- A. The agenda should have Accreditation standards for the committee III A. 8 and III. A.14 below the mission statement and minutes at the end of the agenda.
- B. Minutes and agenda will be posted separately.
- C. Remove Ruth Zambrano, Alice Hawkins, Mary Grace, Amber Gillis from the committee members.
- D. Add Victor Kowalski to the committee member list.
- E. Other committee member positions will be vacant for now.

11. Fall PD Meeting dates:

- A. The professional development committee will meet on the second Tuesday of the month, September 11th, October 9th, November 13, 2018 from 1pm to 2pm at Human Resources office.
- B. The meeting on June 5th, 2018 will be cancelled as it is the last week of the semester. So our next meeting will be on September 11th, 2018 from 1pm to 2pm at HR office.
- C. Have a great summer break everyone!