Minutes for Professional Development Committee (PDC)

March 12th 2024 @ 2 – 3pm

L160 & Zoom

# Attendance

## Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Anna Melby

Classified Co-Chair: Anita Karr

## Members Present:

Alex Rockey, Tori Furman, Martha Gonzalez, Derek Robinson, Karen Zenteno, Kalina Hill, Jessica Black, Pete LeGrant, Tim J Mason, Aaron Barber, Anabel Beltran, Jason Ament, Danny Chavez

## Members Not Present:

Christie Howell, Dan Hall, Jennifer Rachal, Regina Adams, Kristi Wilson, Chris Glaser,

# Called to Order

* By Sara Manuel - Sara introduces herself as new faculty co-chair

# Agenda Item #1: Minute taker volunteer

* Jessica agrees to take minutes
* No minutes from last meeting available.

# Agenda Item #2: New scholarship application(s) to review

* Matt Brandfield
  + Sign language adjunct - sign language conference
  + $375.98 (already went to conference)
    - Alex moves to approve
    - Derrick Robinson seconds
    - Motion carried
* Alex Rockey
  + AI conference
  + $500
    - Jessica moves to approve
    - Kalina seconds
    - Motion carried
    - Alex abstains
* Scholarships and funding
  + Requested extent of funding and where we are now.
    - Applications approved
      * Funds dispersed.
      * What funds remain.
  + Kalina: We need to track presentations reporting on conferences etc.
    - Justification of spending.
* Scholarship application
  + Update application to include 5-minute presentation to committee as an option (with FLEX and workshop during semester).
    - Can be in person, video, or via ZOOM.
      * Inform current not-as-yet presenters that they have this option.
  + Other updates
    - Verify funding for adjuncts and others; add to application.
    - Add presentation to PDC option or “How would you like to share?” with examples.
      * Workshop during the semester: Ask for specifics. “When and where are you planning to present?” (Flex, if during semester, to whom and when….)
      * Blog post also possible
    - Mileage etc forms
    - Broken links: fix and delete old documents.

# Agenda Item #3: Classified staff updates

* Continuing education courses
* Summer classified staff PD Day
  + Two half days?
  + Anna Melby: will brainstorm

# Agenda Item #4: Program review question adjustments

* Currently focused on campus workshops.
* In past, outside training accepted… costs more.
* Add question to PR section? (4th question to include off campus options)
  + Makes sense to make funds available for outside activities.
  + Use PR to justify funding
    - 10 ayes for 4th question
    - 0 nays
    - 2 abstain

# Agenda Item #5: Flex week forms

* + Remind depts and areas that flex week forms due first day of finals Spring semester.
  + Forms on PDC website.
  + Full Time Faculty: 24 hours
  + Adjunct Faculty: up to 2 hours optional

Next meeting: April 9th