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