

Professional Development Committee

11/26/2024 at 2:00pm

L160 & Zoom

Attendance

Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Christie Howell

Classified Co-Chair: Anita Karr

Members Present:

Alex Rockey, Peter LeGrant, Eleonora Hicks, Kimberly Gutstein, Aaron Barber, Martha Gonzalez, Andrea Thorson, Anna Melby, Amy Jayasena, Sara Manuel, Anita Karr

Members Not Present:

Jessica Black, Jamal Wright, Christopher LoCascio, Kathleen Hicks, Marissa Patton, Chris Glaser, Timothy Mason, Esmeralda Abad, Christie Howell

Guests:

Dan Hall

Called to Order

- Sara Manuel

Approval of Agenda

- Approval of Agenda
 - *(Motion/First/Second/Approved?)*

Approval of Meeting Minutes

- Approval of Meeting Minutes
 - Minutes: Approved with minor corrections including adding the * to the bottom of the public minutes. Thorson abstained
- Discussion on Meeting Notes and the need for detail
 - Discussion was focused on how much detail was needed for notes.
 - Should peoples names be attributed to the minutes and content?
 - The team agreed the notes should be consistent. We should consider recording the meetings or allow the note taker to record for ease of notes.

- The team agreed to brief notes. These will be posted on the website. We can have more detail between us as a committee and let our given groups ask their perspective representatives if more detail is needed.

Agenda Item #1 – Committee Charge

1. Is Professional Development an operational group or not?
 - a. This conversation was based on scope and future expectations of the team and lead to a consideration of item three below.
 - i. Classified ability to attend meetings
 - ii. According to a classified representative the classified representatives are only allowed to attend meetings if they are official committees not just a group.
 - iii. Given subpoint A, the committee moved to not be an operational group and instead be a committee to ensure classified can truly be part of the conversations and the development of classified training.
 - iv. The move was voted and unanimously approved being a standing committee.
2. Motions to approve the blue changes in the charge
 - a. The changes for blue items were seconded and approved by the committee.
 - b. Changes to the charge were discussed and approved accordingly.
3. Discussion on the committee's ability to recommend and not make policy
 - a. Motion to approve the committee charge specific to "scope" change was seconded and unanimously approved by the committee.
4. Membership Discussion
 - a. The importance of having more classified present and voting when it comes to decisions that impact them was determined to be important.
 - b. The committee unanimously voted to approve five classified members on the committee and not change the other memberships further.
5. Approved changed charge
 - a. The charge was dissected line by line and approvals were made by discussion and vote.
 - b. The charge was approved unanimously.
 - c. Sara will ensure it goes to the Senate and then College Council.

Agenda Item #2 – Document Updates (10 minutes)

- Not discussed

Agenda Item #3 – Scholarship Application (5 minutes)

- Not discussed

Agenda Item #4 – Program Review (10 minutes)

- Not discussed

Meeting Adjourned

*Contact your representative for more detailed information.