Professional Development Committee

12/10/2024 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, Jessica Black, Christopher LoCascio, Eleonora Hicks, Kimberly Gutstein, Marissa Patton, Chris Glaser, Martha Gonzalez, Andrea Thorson

Members Not Present:

Anita Karr, Peter LeGrant, Jamal Wright, Aaron Barber, Timothy Mason, Anna Melby, Amy Jayasena, Esmeralda Abad

Guests:

Dan Hall, Kalina Hill

Called to Order

- Sara Manuel called the meeting to order at 14:02

Approval of Agenda (2 minutes)

- Approval of Agenda as amended (no minutes approval)
  - Chris moved, Alex seconded, all approved

Approval of Meeting Minutes (5 minutes)

  - Postponed to January

Agenda Item #1 – Meeting Recordings (5 minutes)

- Discuss the option to record meetings via Zoom and utilize the AI summary tool
  - Addresses issue of no minutes taken.
  - Worries about a recording that could be accessed by IT and possibly anyone (?)
  - Christie moved to NOT record meetings, Dan seconded, motion carried.

Agenda Item #2 – Scholarship Application (5 minutes)

- Emily Wilson, bio and tech. She wants to do a flex session for Fall 2025 (follow up)
- Jessica moves to fund Emily, Eleanor seconds, motion carries.

Agenda Item #3 – Flex Schedule (20+ min, after Program Review)

- Coordinate with Academic Tech to schedule Spring 2025 Flex Sessions
- Dan: 30 submissions, several asked to present twice.
  - Viewed schedule. Needs to be emailed to presenters for OKing.
  - Weds ➜ FCDC meeting, no dept chairs or deans will be available.
    - Need to do some rescheduling.
    - Move all Weds 231 to Tuesday
    - Move student-parent resources to Wednesday.
  - Also missing CSU?
  - Need Banner 9 training.
- Technically we only offer 3 FLEX days, and we in fact DON'T offer FLEX sessions on those official days. So we should change the name to Professional Development Week rather than FLEX week.
  - Do we need to offer something on the official FLEX days?
  - New Faculty Seminar may be on Friday and could count.
- Schedule shared with presenters by Friday.
- Schedule ideally posted by Wednesday.
  - Put adjunct meetings on FLEX schedule.

Agenda Item #4 – Program Review

- Review PD requests
- Starting at BC category ➜
  - Onboarding is a weakness that is being worked on.
  - Some things listed as not started have been started.
- Could put people in contact or point out existing offerings rather than organize trainings.
  - PDC should act as liaison.
- Kalina brings up the problem of training happening outside regular working hours, potentially necessitating overtime.
  - Christie: up to supervisor and the funding available.
- Alex suggested going through and addressing requests and categorizing according to existing, on calendar, etc.
- Alex, Dan, Sara, Chris will form a work group to sort out what may be addressed by existing resources, etc. Document to be opened for editing.

Agenda Item #5 – Potential Document & Website Updates (two minutes left)

- Scholarship application (tabled)

- Faculty Flex form (tabled)
- PDC website (look at it and let Sara know).
  - Brainstorming.
- Professional Development website
  - Other than tech, which isn't that user-friendly, we have nothing. Eleanora brings up the need for a webpage that lists all offerings.

Meeting Adjourned at 15:02
- Jessica moves, Alex seconds, meeting adjourned.