Minutes for Professional Development Committee

2/11/2025

L160 and Zoom

Attendance

Co-Chairs:

Faculty Co-Chair: Sara Manuel
Administrator Co-Chair: Christie Howell
Classified Co-Chair: Anita Karr

Members Present:

Chris LoCascio, Marissa Patton, Aaron Barber, Martha Gonzalez, , Peter LeGrant, Timothy Mason, Andrea Thorson, Alex Rockey, Christie Howell, Anita Karr, Sara Manuel

Members Not Present:

Jessica Black, Jamal Wright, Elvira Martinez, Eleonora Hicks, Kimberly Gutstein, Chris Glaser, Amy Jayasena, Esmeralda Abad

Guests:

Dan Hall, Kalina Hill,

Called to Order

- Sara Manuel called the meeting to order at 2:00 p.m.

Approval of Agenda

- Approval of Agenda
  - Move to approve the revised agenda (Rockey/Karr/Approved)

Approval of Meeting Minutes

- Approval of Meeting Minutes
  - Move to approve the November meeting minutes (Rockey/Howell/Approved)
  - Move to approve the revised December meeting minutes (LoCasio/Howell/Approved)

Agenda Item #1: Document Updates

- The committee discussed the need for a deadline for scholarship applications since the committee does not meet over the summer.
    - Howell proposed May 1st as the scholarship application deadline (Howell/LeGrant/Approved)
- Faculty flex forms need to have a spot for faculty to add their ID numbers so classified don't have to look this up for every faculty who submits a flex form.
    - Rockey moved to approve adding the ID numbers to flex forms (Rockey/Howell/Approved)

Agenda Item #2: Flex Week Outcomes

- Dan Hall presented flex week outcomes. Confirmed attendance from Spring 2025 was lower than confirmed attendance (539) from Spring 2024 (1173). Online attendance outpaces in-person attendees. Monday was the most attended day of the session. The committee discussed possible reasons for the decrease in attendance. The committee also discussed the importance of collecting disaggregated data on attendance to understand how many faculty and staff attend.
- Sara Manuel shared the feedback from the flex session during which the PDC Scholarship recipients presented their experiences from attending conferences with the PDC Scholarship funds. Sara is keeping track of recipients who have not presented or shared information with the campus after receiving scholarship funds. Sara will follow-up with recipients who have not presented on campus. The recording of this session is on the Academic Technology YouTube channel.

Agenda Item #3: Charge Updates

- The charge has not gone through. The committee has been asked that we pause the charge so we can ensure the charge aligns with recent Title 5 Updates. Title 5 now requires that we have a group that is comprised primarily of faculty to make recommendations on professional learning activities with representation from other employee groups. The committee discussed possible options to ensure the charge aligns with Title 5.
- We will wait to vote on which option we prefer until the next meeting.

Agenda Item #4: Program Review Subgroup

- The subgroup has not yet met, but Alex shared program review requests with the subgroup.

Upcoming

- Group photo- Wear BC colors!

Meeting Adjourned

- 2/11/25 at 2:58 (Rockey/Karr/Approved)