

Minutes for Professional Development Committee

3/11/2025

L160 and Zoom

Attendance

Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Christie Howell

Classified Co-Chair: Anita Karr

Members Present:

Aaron Barber, Peter LeGrant, Timothy Mason, Eleonora Hicks, Andrea Thorson, Christie Howell, Anita Karr, Sara Manuel, Dan Hall, Marth Gonzalez, Marissa Patton, Christopher LoCascio

Members Not Present:

Anna Melby, Jessica Black, Jamal Wright, Kimberly Gutstein, Chris Glaser, Amy Jayasena, Esmeralda Abad, Alex Rockey

Guests:

Kalina Hill

Called to Order

- Sara Manuel called the meeting to order at 2:02p.m.

Approval of Agenda

- Approval of Agenda
 - Move to approve the revised agenda (Howell/Mason/Approved)

Approval of Meeting Minutes

- Approval of Meeting Minutes
 - Move to approve the meeting minutes (Howell/Mason/Approved)

Agenda Item #1: Document Updates

- Scholarship application: Accessibility
 - Scholarship application was made accessible

- It was suggested to send to BC_all to remind people to apply for funding as summer is approaching
- Discussion about whether adjuncts should be able to apply for funding
- Move to accept changes (Howell/Karr/Approved)
- Flex reporting: Webforms
 - Flex form documents for full-time + part-time employees were turned into webforms
 - Discussion about revising wording on the form.
 - A suggestion was made to make the Scholarship Application into a webform - Tabled for discussion next time

Agenda Item #2: Charge Updates

- Executive Board (Eboard) has one more thing we need to consider.
 - "Primarily" means 60% or more which means we need to change the charge to 60% faculty, which we do not have right now.
- Motion to make the student representative a nonvoting member and increase faculty representatives (Howell/Karr/Approved)

Agenda Item #3: Professional Development (Flex) Week Planning

- Sara is going to send a document with flex suggestions from program review.
 - She requests that committee members review and place priority on the most important items
- A concern was voiced about finding presenters to fill priority need.
 - We may have to reach out to find fall flex presenters

Meeting Adjourned

- 2/25/25 at 3:00pm (Mason/Karr/Approved)