



Professional Development Standing Committee Meeting MINUTES

Thursday, March 28, 2019 | 12 PM – 1 PM | Library Terrace

Meeting Facilitators: Jason Robinson, Valerie Foster, & David Colley

Present: Jason Robinson, Valerie Foster, David Colley, Jonathan Miller, Roger Yang, Brock Klein, Audrey Joseph, Felisia Mitchell

Absent: Leslie Tirapelle, Katina Williams, Susan Bower, Denise Albright, Michaela Mares-Tamayo

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening

II. Approving Minutes

- a. Review and approval of meeting notes from February 28, 2019.
 - i. Motion to approve: B. Klein. Second: D. Colley. Approved.

III. Sharing Information

- a. **PD Block Grant (Classified Employees)** – *Jason*
 - i. J. Robinson shared with the committee that there is a portion of money that will be allocated to PCC for the professional development of classified staff and classified managers. The amount and spending parameters are unknown.
- b. **Flexible Calendar Program Guidelines** – *Valerie/Jason*
 - i. The Flex Calendar Program Guidelines were approved on Monday, March 25th. The committee discussed how the guidelines would be shared and suggested emailing twice to ensure the faculty receive the notification. The committee also suggested clearly noting that if faculty attended both PD Days then their hours were fulfilled for the academic year.
 - ii. J. Robinson shared that tracking/reporting would likely take place this year using a site, such as Survey Monkey. He also informed the committee that the Professional Development Office is looking into Cornerstone as a professional learning platform for next year that would more efficiently track faculty hours.
- c. **Spring 2019 Classified Day**- *David*
 - i. Classified Day was moved from April 12th to May 17th. Voting on venue will occur at the next meeting and the content for the day will most likely be delivered through a key note facilitator.

IV. Discussing/ Developing/ Deciding

- a. **SanFACC Mentor Program** – *Jason*
 - i. J. Robinson informed the committee about the details of the SanFACC Mentor Program. The deadline to apply was moved to Friday, April 5th. B. Klein and A. Joseph volunteered to work with J. Robinson to review applications as needed.
- b. **Flex Advisory Committee (its fit in current organizational structure)** – *Jason*
 - i. The FAC does not currently have a home within PCC's formal committee's structure. The committee discussed possible homes for the FAC and were in agreement that the FAC should be a subcommittee of the Professional Development Standing Committee.
- c. **PD Needs Survey (Review FINAL drafts)** – *Jason*
 - i. The committee divided itself into their respective classified, faculty and manager groups and discussed the final draft of their respective PD Needs Survey. Each group discussed changes



they wanted to implement into their survey. A. Joseph, J. Miller and B. Klein will meet with J. Robinson individually to discuss their group's proposed changes.

V. Closing