



Professional Development Standing Committee Meeting MINUTES

Thursday, May 9, 2019 | 12 PM – 1 PM | Library Terrace

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

Present: Jason Robinson, David Colley, Valerie Foster, Jonathan Miller, Roger Yang, Brock Klein, Susan Bower

Absent: Leslie Tirapelle, Denise Albright, Katina Williams, Felisia Mitchell

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening

II. Approving Minutes

- a. Review and approval of meeting notes from April 25, 2019.
 - i. Motion to approve: D. Colley. Second: R. Yang. Abstain: V. Foster. Approved.

III. Reviewing: Agreements for Working Together (see Appendix A.)

- a. The committee reviewed their agreements for working together and discussed how they could focus on learning more about professional development.

IV. Sharing Information

- a. **Flexible Calendar Program (Online form for reporting flex activities) – Jason**
 - i. J. Robinson is currently working with Strategic Communications and Marketing on a form for faculty to report Flex hours. Michael Ihrig is currently creating an online form, which is planned to be done by next Wednesday. Thereafter, Sherine Adeli will assist in creating a zoom video that guides faculty through the online form. All information for completing the form, including the zoom link, help sessions, and PD guidelines, will be included in an email that is tentatively planned to be sent to full-time faculty on Monday, May 20th. As of now, this online form will be used for the 2018-2019 and 2019-2020 academic years.
- b. **PD Needs Survey – Jason**
 - i. The PD Needs Survey will be emailed out this week.
- c. **Spring 2019 Classified Day - David**
 - i. All logistics have been scheduled and confirmed for Classified Day on Friday, May 17th.

V. Discussing/ Developing/ Deciding

- a. **Goals for academic year 2019-2020 – Jason**
 - i. The committee discussed BP 7160, AP 7160, and the college's mission statement. They discussed improving the onboarding process for managers and classified employees, as well as revamping existing mentoring programs on campus. Furthermore, the committee discussed ways of empowering divisions to have a goal to work towards that would be better suited for their work.
- b. **Professional Development Retreat – Jason**
 - i. Postponed to next meeting.

VI. Closing

Action Items: Agenda Items for Next Meeting:

- Bring local goals to next meeting. (*J. Robinson, due: at next meeting*)