



Professional Development Standing Committee Meeting MINUTES

Thursday, May 23, 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, Leslie Tirapelle, Denise Albright, Katina Williams, Felisia Mitchell

Absent:

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening

II. Approving Minutes

- i. Approval of minutes was postponed to the next PD SC meeting.

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

- a. The committee reviewed their agreements for working together and continued discussing 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. The link for full-time faculty to report their flex activities for AY 2018-2019 was sent via email on May 22nd. The deadline for faculty to complete the online form is June 6th. The Office of PD is facilitating 3 drop-in help sessions (May 28th, May 30th, and June 4th).
- b. **PD Needs Survey – Jason**
 - i. The committee will review the survey results at the beginning of Fall 2019 semester. They will also take an early look at the results during the PD retreat (Summer 2019).

V. Discussing/ Developing/ Deciding

- a. **Professional Development Retreat – Jason**
 - i. When should we have the retreat?
 1. Thursday, June 20 8:30am – 12:30pm
 - ii. Who ought to participate?
 1. In addition to the PD Standing Committee, members of the Faculty Development Committee, Classified PD Sub-committee, Management Association Sub-committee, and Flex Advisory Committee will be invited.
 - iii. What ought to be included on the agenda?
 1. Why, what, and the how of PCC's PD program
 2. Goal setting for 2019-2020
 3. Due to this meeting occurring during Summer intersession, this will be a brainstorming only meeting. No decisions will be made, but the hope is to produce some materials/ideas for the PD Standing Committee to review in Fall 2019.
 4. Preliminary review of PD Needs Survey results.



VI. Closing

Action Items: Agenda Items for Next Meeting:

- The next meeting will be in Fall 2019.