



Professional Development Standing Committee Meeting MINUTES

Friday, September 6, 2019 | 12 PM – 1:30 PM | C-217

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

Present: Jason Robinson, David Colley, Roger Yang, Brock Klein, Susan Bower, Katina Williams, Azniv Mekhitarian

Absent: Valerie Foster, Felisia Mitchell, Richshell Allen

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening: Welcome & Introductions (@12:00pm)

II. Reviewing agenda/ Approving minutes

a. Review and approval of minutes from May 23, 2019.

1. Motion to approve: D. Colley. Second: K. Williams. No abstentions. Approved.

III. Sharing Information

a. Review “Guidelines for the PCC Shared Governance Committees” – David

i. The committee took time to review guidelines for the PCC Shared Governance Committees. Among those highlighted were (a) quorum is attained when 50% of acting voting members, including chairs, are present (b) agendas and minutes are to be distributed at least 48 hours prior to the meetings, and (c) if a committee member misses 3 consecutive meetings (or 30%), then they become inactive and their position becomes vacant.

b. Review end-of-year feedback (from committee members) and end-of-year report for PD Standing Committee, AY 2018-2019 – David

i. The committee reviewed the report for the Professional Development Standing Committee. The committee members agreed with the contents of the report and broadly discussed the usefulness of beginning the year with this review.

IV. Discussing/ Developing/ Deciding

a. Draft committee norms – Jason

i. Committee members took time to note what they need in order to be successful on this committee. Responses were collected at the end of the meeting and will be shared next time.

b. Share draft plan for AY 2019-2020 – Jason

i. A draft with the focus of forthcoming meetings was provided to committee members. This was drafted by the tri-chairs of the committee. The committee took time to discuss expectations and goals for the year. These included clarifying what professional development should look like and reviewing the allocation of funds for conference travel. Members were also informed that two updated AP's (conference travel and travel) are being drafted and progress is being made on shifting the PACCD travel request to be online.

c. Review/continue building “guiding principles” for PCC’s professional development program – Jason

i. Members discussed how to expand professional development to different areas and groups around campus and how to effectively implement it.
ii. Further discussion of this agenda item will occur in a future meeting.

V. Considering Non-Agenda Items

a. The committee decided the best time for an Annual Retreat would be before the end of the Spring semester, around early May.



- b. An email went out to the campus community regarding available funding for the RP Group – Student Success Conference. All interested members should apply.

VI. Closing (@1:30pm)

Action Items: Agenda Items for Next Meeting:

- The next meeting will be on Friday, September 20th.
- Distribute raw data of the Needs Survey to all members of the committee, at next meeting. (*J. Robinson*)

