



Professional Development Standing Committee – AGENDA

February 21, 2020

- A. Opening (@ 12:00pm)
- B. Reviewing agenda
- C. Approving minutes
- D. Reviewing: Agreements for Working Together
- E. Sharing Information
 - 1. Spring 2020 Professional Development Day – *Jason*
 - 2. Vision Resource Center Integration Project (PL LMS) – *Jason*
 - 3. Travel AP & Online Form – *Jason*
 - 4. Math Faculty book club – *Jason*
 - 5. Upcoming Spring PD Opportunities (CPR Training, Excel, Adobe, book club) – *Jason*
- F. Discussing / Developing / Deciding
 - 6. PD Needs Survey – *Jason*
 - a. What about the results are striking?
 - b. What questions might need to be tweaked?
 - c. Who could work with Jason on revisions?
 - 7. PD Program Outcomes – *Jason*
- G. Considering Non-Agenda Items
- H. Closing (@ 1:30pm)

In order to do my best work on this committee, I need...

1. Solid understanding of the needs of the constituent group I represent
 - a. *I need to be able to connect to and express openly the needs of classified staff since I am representing them*
2. An ability to attend our meetings
 - a. *To be able to attend the meetings*
 - b. *I need to be held accountable for being present with an understanding that I am the only full-time staff in my department and time may not be as flexible*
3. A reminder about upcoming meetings, along with the corresponding agenda
 - a. *To be reminded of the meetings and have the agendas provided ahead*
4. Clear expectations and defined goals
 - a. *I need clear and understandable expectations, and also clearly defined goals to achieve*
 - b. *A clear understanding of the desired outcomes*
5. All members to stay engaged throughout the meeting
 - a. *Members to keep engaged throughout each meeting*
6. Respectful consideration of diverse perspectives expressed in this space
 - a. *Respect the diverse views and perspectives of the other committee member*
 - b. *Members to be open to thinking about things from multiple perspectives*
7. A student-centered approach when carrying out our work
 - a. *Remain student centered*
8. Solution-focused approach when carrying out our work
 - a. *Be solution focused*
9. Diligent facilitation
 - a. *Someone to keep us on topic when things start to go off the rails*
 - b. *To feel like my time is being respected (SIDENOTE: sometimes people "wait their turn" to speak while others just speak. This leads to potential inequity or possible feelings getting hurt/members feeling their opinions mean less than others.)*