



Professional Development Standing Committee Meeting MINUTES

Friday, February 21, 2019 | 12 PM – 1:30 PM | C-217

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

Present: Jason Robinson, Azniv Mekhitarian, Brock Klein, Susan Bower, Valerie Foster, Roger Yang, Liesel Reinhart, Katina Williams

Absent: David Colley, Felisia Mitchell, Richshell Allen

Minutes Issued By: Natalie Pacheco

Discussion/ Decisions Made:

I. Opening (@12:00pm)

II. Reviewing agenda/ Approving minutes

- a. Review and approval of minutes from November 1, 2019.
 - i. Motion to approve: V. Foster. Second: K. Williams. Approved.

III. Reviewing Agreements for Working Together

- a. The committee took time to review the agreements for working together that they created at the beginning of the academic year.

IV. Sharing Information

a. Spring 2020 Professional Development Day – Jason

- i. The official schedule for Spring 2020 PD Day was shared with the committee. They were provided details about the Classified Staff morning session with Justin S. Campbell, Division time, and the Evening Adjunct Faculty session.

b. Vision Resource Center Integration Project (PL LMS) – Jason

- i. The committee was informed about the VRC and implementation of Corner Stone at PCC. Many professional development opportunities will be accessed and tracked through the system. Roll-out is expected for Fall 2020.

c. Travel AP & Online Form – Jason

- i. An updated travel AP has been approved by the board and is in place. Specific changes were mentioned to the committee. A soft roll-out of the online system is expected to take place this semester and the College is expected to be fully online by Fall 2020.

d. Math Faculty book club – Jason

- i. A math book club was conducted about equity-minded graded. Faculty had the opportunity to re-do their syllabus after participating.

e. Upcoming Spring PD Opportunities (CPR Training, Excel, Adobe, book club) – Jason

- i. Faculty Learning Program for STEM: There are 4 participants this year.
- ii. Reading Apprenticeship 101: There will be 3 meetings this year for participants to get together throughout the course.
- iii. CPR Training: There will be 3 dates for CPR Training that employees can sign up for. More information coming soon.
- iv. Excel Training: As a follow-up to the excel trainings conducted in the Fall for Administrative Assistants and Managers, there will be an excel training this Spring that any Classified employee can sign up for. The Office of Professional Development is currently looking into Adobe training as well.

V. Discuss/ Develop/ Decide

a. PD Needs Survey – Jason

- i. What about the results are striking? Committee members took turns in noting the results that they found striking from the 2018-2019 PD Needs Survey.
- ii. What questions might need to be tweaked? Committee members suggested ideas for revisions (e.g. adding mental health safety under health/safety). Committee members also discussed whether they should distribute the same survey as last year, or shorten it.
- iii. Who could work with Jason on revisions?

b. PD Program Outcomes – Jason

- i. The PD Program Outcomes are in the process of being re-grouped thematically to see if they can be synthesized in a better format.

VI. Consider Non-Agenda Items

VII. Closing (@1:30pm)

Action Items: Agenda Items for Next Meeting:

- a. The next meeting will be on Friday, March 13th.