

# PASADENA AREA COMMUNITY COLLEGE DISTRICT PROFESSIONAL DEVELOPMENT STANDING COMMITTEE

Tuesday, October 17, 2017  
12:00 PM – 1:00 PM; Room C-225

## MINUTES

### **In Attendance**

Brock Kelein  
Bucky Bakhtawar  
Debra Krause-Cantarero  
Leslie Tirapelle  
Denise Albright

### **Absent**

Valerie Foster  
Susan Bower  
Felisia Mitchell

### **I. Call to Order 12:04 pm**

### **II. Public Comment on Non-agenda Items**

### **III. For Discussion and Consultation**

- Review / Revise Annual Goals
  - a. Remove develop goals
  - b. Receiving Requests/suggestions activities needs (receive requests)
  - c. Dev process/instrument to do common assessment for all PD events across campus
  - d. Continue PD management review
  - e. Needs assessment Jan 2018 (goal #2 after annual plan update)
- Review / Revise Annual Update
  - a. Action plan narrative will be updated; 16/17 data for flex day will be added; new faculty seminar will also be updated; Lynda.com updated info/usage; PD programming (#of workshops offered); conference travel, \$ allocated, # of travelers?
  - b. Needs assessment every two years; we need to assess this Jan 18
  - c. Mission and annual goals – will also be updated as revised
  - d. Review PD management system (imperative)
  - e. PD personnel – director coming in; need for support staff
  - f. Manage centralized calendar
  - g. Action Items:
    - a. Hire PD director
    - b. Continue to support conference travel
    - c. Facilities for new director & staff
    - d. Funds to maintain office, supplies, etc.

- e. Support PD for critical campus-wide critical institutional initiatives such as guided pathways
  - f. Request funding for director & support
  - h. Running office should not dip into \$250K allocated for travel, etc.
  - i. Class senate & academic senate to revise proposals for additional activities; Valerie increase proposal to include mentor program
- 250k should not be seen as just a travel fund, only small portion should really go to travel; majority should be for campus-wide; substantive events
- Discuss / Finalize PD Budget Allocations
  - a. will wait until we receive proposals from constituent groups; most likely asking for same allotment as last year with some additional funds
- Review procedures for requesting funds
  - a. Within constituent groups
    - a. bring proposal for additional funds with outcomes; how it benefits campus, etc.; will be reviewed by committee
    - b. each constituent group has their procedures posted on PD website
    - c. faculty sends notice out to faculty stating amount, process, criteria, etc.; no updates to classified process that is on website
  - b. From Campus – PD Committee
    - a. So far have not received any requests for campus-wide
    - b. Put call out for proposals for themes; see if there are any topics that had interest campus-wide or by a large group; etc.
    - c. Criteria for what kind of proposals would be approved
  - c. Do we want to start workshop series before flex day in spring (student course completion) so that flex day is more of culmination not a beginning to something.
- Submit annual goals – Deb moves, Brock seconds, approved

**IV. Next Meeting: Tuesday, October 24, 2017, Library Terrace Room**

**V. Announcements**

**VI. Adjournment – 12:55 pm**