

**Professional Development Committee
Minutes
11/25/13**

In Attendance: Judy Baker, Maureen Chenoweth, Carolyn Holcroft, Nas Ouliaei, Ben Stefanik

Planning for Professional Development Day - 1/24/14

8:30-9:30	Patrick Morris - qualitative grading confirmed	
9:40-10:40	Ben Stefanik - Psychology of student success confirmed	Hilary Gomes - Voice thread confirmed
10:50-11:50	Carolyn Holcroft - Student success roundtable for classified staff confirmed	Turnitin or Dealing with Difficult People Not confirmed
12:00-1:00	Classified Contract Updates confirmed	Equity confirmed

- **Schedule**

- Ben will ask Pat Hyland if she is willing and able to give workshop on “Dealing with Disruptive Students” in the 10:50 – 11:50 am timeslot. If she accepts our request, this would replace the “Turnitin Training” by Judy Baker.
- In December Nas will book rooms 3401 and 3402 for PD Day with Denise Perez. Nas will book room 6402 for the “VoiceThread” workshop.
- The Equity Committee and a Classified representative will provide workshop titles and descriptions by Dec. 4.

- **Refreshments**

- Classified Senate may host lunch for PD Day. Maureen will find out details.
- Judy will order refreshments based on whether Classified Senate will host lunch for everyone or not.

- **Marketing and Promotion**

- Judy will create one electronic announcement flyer about Jan. 24th **PD Day** to disseminate at end of week of Dec. 2nd.
- Judy will develop and disseminate one color flyer about PD Day for deans to post in Division offices and supervisors to post in classified offices.
- Judy will find out if it is feasible or advisable to use Outlook Calendar to “invite” campus community to PD Day.

Student Success Funds for PD

- Maureen met with Kimberlee Messina about funding for PD from the state under Student Success. Kimberlee suggested that the PD Committee develop a PD Vision and present it to PaRC in the Spring.
- Committee members agreed to draft such a vision and plan to include in the Program Review and to present to PaRC.

PGA Credit for PD Presenters

- Meredith Heiser suggested to Ben that he discuss with Linda Lane about counting additional prep hours for workshops toward additional PGA

Faculty PD Committee Members

- Academic Senate has approved the following as faculty representatives on the PD Committee: Kathleen Duncan, Valerie Fong, Patti Chan, and Carolyn Holcroft
- Faculty included on PD Committee communications are Bernie Day, Kate Jordahl, Hilary Gomes, and Kathryn Maurer

Equity Committee Coordination with PD Committee

- Carolyn Holcroft reported that the Equity Committee suggests that the PD Committee attempt to infuse each PD workshop with addressing equity issues whenever possible. The Equity Committee is developing plans for future PD events including workshops on how the campus community can support elements of the Equity Plan proposal. Ben Stefonik spoke with Erica Onugha about the possibility of developing a PD workshop for administrators about supporting Equity Committee efforts.

Program Review

- Judy shared the first draft of the Program Review for the PD Program for PD Committee feedback.
- Ben agreed to write Section 3 and share it with the PD Committee before Dec. 13.
- Carolyn agreed to write Section 5 and share it with the PD Committee before Dec. 13..
- Judy agreed to write Sections 6 and 7 and share it with the PD Committee before Dec. 13..

Minutes taken by Judy Baker, November 25, 2013.