Professional Development Committee

MINUTES

December 8, 2015

Room 611, 3:30 pm – 5:00 pm

1. Call to Order

2. Roll Call: Charles Spillner (Math Science); Marion Cowee (Social and Behavioral Science); Inge Bourdon (Health Occupations); Ginger Cain (Health Occupations); Tracy Drake (Human Resources)

3. Approval of Agenda – December 8, 2015.


5. Comments from the Public (3 minute limit per person).

6. Action Items –

   6.1 Confirm venue and accommodations needed that include seating, audio/visual/internet.

   - Entry through the lobby by the circular drive (south lobby). Ginger will lock the other lobby.
   - Audio/visual through IT. Helpdesk ticket. Tracy contacted Kimo to set up in the gym. Will have to contact Kimo with needs.
   - Sam will put down carpet for 50 chairs
   - Ginger will look into getting a screen. Setup and take down. Cost $1700. Too expensive
   - Set-up June 7 afternoon.
   - Chuck will submit an Facilities ticket with JJ for chairs in the gym and tables in the lobby.

   6.2 Draft Spring 2016 PD Program with Room assignments.

   - Tracy can’t get CalSTRS but will schedule for Fall.
   - Confirmed continental breakfast to be served in the gym and lunch in the cafeteria.
   - No curriculum meeting needed this spring but schedule on in the fall.
   - Add a Google Drive workshop to the program.
   - Complete and send out by the end of finals.

7. Additional items

8. Announcements – This is the last meeting of the Fall 2015 semester.

9. Adjournment