Professional Development Committee

MINUTES

November 10, 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); Nedra Park (Academic Senate).

3. Approval of Agenda – November 10, 2015. **APPROVED AFTER MODIFICATION.**

4. Approval of Minutes – October 27, 2015. **APPROVED AFTER MODIFICATION.**

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

6. Action Items - NONE

7. Information/Discussion Items

- 7.1 Professional Development Grant Application Approval Process-Discussion with Nedra Park. **Nedra will ask if the PD funds roll over. Consider modifying to distribute funds just once for each PD activity up to $200. Will not reimburse if funds left over at the end of the year. How do we know if requester has asked for reimbursement from other sources? Can fiscal do this? Can something be added to banner that tracks PD funds reimbursement. Probably not realistic. Change form as follows:**

• **Total Cost**	•	•	•
• **Potential Fund Sources: A**	•	•	•
• **B**	•	•	•
• **C**	•	•	•
• **PD Funds Requested**	•	•	•
• **Mileage*/tolls/parking**	•	•	•
• **Add details from Travel Advance for costs**	•	•	•

*If requesting mileage include a mileage map.

Provide a list of other funding sources and who to contact. Nedra will talk to Michael about other funding sources.

Now that the funds are approved. The PD committee will send an email, copy Nedra, that funds are approved for $X amount. Add explanation of what needs to be submitted for

reimbursement (receipts, copy original form, travel reimbursement form). Who needs to sign it? Whoever signs it has the budget code.

- 7.2 Review Comments from Fall 2015 Eval forms and provide feedback to presenters. **Returned evaluation packets to HR. Chuck will send out evaluation summaries to the committee and presenters.**
- 7.3 Recruiting additional members. Any progress? **Not addressed.**
- 7.2 Discuss/review appropriate Flex Cal activities.
    - Peace Summit Workshop **Discussed. Not sure if there is time to do this.**
    - DSP Presentation re. Candace Roe **Not discussed.**
    - Anything else
- 7.3 Planning for Spring 2016 PD Activities **Not discussed.**
    - Add a perpetual ASC breakout starting Spring 2016.
    - Add SCFA breakfast on Jan 8 (?) required day.
    - Add Faculty Peer review breakout session.
    - Add Smart Classroom presentation (Room 812) on an OPTIONAL DAY per Dale Crandall-Bear
    - HR wants about 10 min to introduce Talk about Equity and Inclusion.
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    - Run Hide Fight video

8. Additional items. **There may be additional meetings scheduled to complete planning for Spring 2016.**

9. Announcements - The next regular PD Committee meeting will be held on November 24 at 3:30 – 5:00 pm in Room 611.

10. Adjournment: 5:00