



Professional Development Committee
November 13, 2018
LRC 604
10:30 – 12:00

Start Time: 10:30

Adjournment: 11:30

Topic	Facilitator	Action
1. Call to order 2. Attendees: Sharlene Paxton, Frank Timpone, Juli Maikai, Sylvia Sotomayor, Corey Marvin, Resa Hess By Zoom: Mike Metcalf and Lisa Darty	Sharlene Paxton	
3. Approval of Minutes From: September 18, 2018	Sharlene	Will approve 9/18 and 11/13 minutes at next meeting
4. Approval of Agenda	Sharlene	Approved
5. Discussion on adjunct faculty professional development - Sharlene noted PD for adjunct rescheduled to spring; topic will be data literacy - Lisa asked if adjuncts are surveyed on desired training -Sharlene: "No" only surveyed regarding best time for training - Corey indicated adjunct already told what topic will be in spring and indicated possible survey for future topics - Discussion ensued RE: how topics are chosen; Corey-they are based on funding stream – is it possible to build adjunct PD into budget to allow for more flexibility of topics? - Sharlene explained adjunct doesn't have same Flex obligation that full-time faculty do - Faculty Flex Committee will meet on 11/28 and 12/3 to discuss spring flex and review adjunct survey results	Sharlene	Discussion
6. Juli shared BC's process for classified PD - BC offers classified PD in 4 ways 1. Flex days - two sessions so classified can rotate to training while maintaining coverage 2. Opening Day - Whole campus closed all day; advertised well in advance - General session with all faculty & staff 9-12 followed	Sharlene	Discussion

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<p>by lunch -PM Workshops following lunch-2 afternoon sessions for classified and 2 for management (topics determined by classified via survey previous year)</p> <p>3. Monthly Round Tables-90 min on focus topic w/expert presenter -Roundtables also used to announce and explain any upcoming changes on the campus/to procedures, etc.</p> <p>4. \$500 scholarships available for classified to attend training</p> <p>Juli asked Corey if CCCC could follow BC's model even if on a modified scale. Corey said no reason why not, but funding would need to be determined</p>		
<p>7. General discussion on PD</p> <ul style="list-style-type: none"> - Lisa asked about budgeting for PD - Sharlene explained 2 parts to professional development: individual & collective; PDC doesn't have time to oversee individual/departamental PD budget requests, but will need to budget via the RRA for PD offered by the institution, such as the three flex days, APDD, classified PD, and management PD. We can take a look at how much these events cost in the past when budgeting for 19-20 events and identify specific funding sources or general fund - Review PD info pulled from AUPS for common themes 	Sharlene	Discussion
<p>8. Possible future PD Flex topic</p> <ul style="list-style-type: none"> - Joe Slovacek requested info RE: STRS and employee benefits - Resa to reach out to STRS and/or DO and start conversation for spring Flex; maybe it will be better attended if offered at fall flex and this will allow more time for planning, esp. if someone from DO is presenting 		
<p>9. Next Meeting Dec. 4th Rm 604</p>	Sharlene	Discussion
<p>14. Adjourn 11:20</p>	Sharlene	

Meeting Chair: [Corey Marvin/Sharlene Paxton](#) Recorder: Juli Maikai