

Professional Development Committee: Minutes from the September 13, 2016 meeting

Present: Lynnette Beers-McCormick, Martin Stringer, Elizabeth Baez, Vanessa Jones, Maria Chaidez,

Note-taker: Tiffany Gause Guest: Joseph Alonzo

1. Welcome Maria to the committee. More classified faculty are needed, 2 more to be exact. Follow up with Zina by Lynnette.
2. Timeline distributed for proposal calls. Lynnette will change the email sent for more clarity around RSVP's, rooms, etc. Committee will review email draft next week.
3. Vanessa is still good overseeing calendar updates. Martin stated not everything that is PDC goes through this committee. What can the committee do, or how can we best publicize events that are on the committee? There may be consequences to people not hearing about last minute events.
4. Committee agreed to direct all known events to VJ to be posted on the calendar. It is still important to publicize the PDC calendar as much as possible so that everyone on campus knows where to look for information on PD.
5. Currently, the role of PDC is not for approval, but for opportunity.
6. Committee agrees that VJ will post events after a quick check verifying the event (through websites or people provided) to be sure PD is present.
7. This calendar will replace the newsletter PDC started last year.
8. The committee focus is on promotion. TG will attend academic senate to update senators on the calendar. MS will present to classified hawks.
9. Joseph Alonzo updated the committee on equity events coming up this academic year including focus of trainings. JA will present to the academic senate on why Harris and Wood are important (focus on men of color).
10. The committee continues to attempt to reach classified employees. JA shared an idea of having a Friday flex for classified employees before the semester begins, perhaps a couple of weeks before the semester begins.
11. PDC continues to look for diverse opportunities for PD including chair meetings, and other unique opportunities.

PDC Meeting, September 27th, 2016

Present: Martin Stringer, Lupe Cervantes, Elizabeth Baez, Lynnette Beers-McCormick, Jacque Myers
Note taker: Tiffany Gause

1. Jacque Myers presented committee with evaluations and sign in sheets for all the PD activities from flex week. There were no negatives from any of the evaluations. Jacque Myers sent out the numbers of attendance via a spreadsheet. Martin Stringer will file the evals and sign in sheets away.
2. Lynnette reviewed the new call for proposals form. Form is now more specific in requiring potential presenters to provide as many details as possible in order to best inform the schedule. Committee recommended that the form include any required technology or equipment needed for the presentation. First call form will be sent out Monday.
3. PDC session ideas. Martin recommends that we have a basic first aid session so that faculty and staff are more informed as to what to do in situations of a seizure, fainting, etc... Martin will email Beth Hoffman and Kelsey Baines to see if they could lead this training.
4. Elizabeth brought up a need for risk management training. Martin thought he could lead a dialogue on field trip regulations and rules.
5. Committee reviewed the proposal call schedule.
6. Committee reviewed the need for two more classified, and one more faculty member.
7. Lupe reviewed some ideas for PD. Classified Hawks presented a workshop on Microsoft Office and Excel some years ago. This was very useful and popular, and would possibly be beneficial to offer this again.
8. Lynnette will reach out to Marvin Martin to see if he'll do a Microsoft workshop.
9. Martin will plan with Ian Woodhead to do a classified retreat which provides yoga (possibly chair yoga) and a follow up round table lunch.

Professional Development Committee: Minutes from the October 11, 2016 meeting

Present: Lynnette Beers-McCormick, Vanessa Jones, Martin Stringer, Maria Chaidez, Jacque Meyers

Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. Proposals for Flex week are coming in. Amy Styffe requested a training on Skype for business. Lynnette will email Scott James.
2. Ian Woodhead shared with Martin that he will lead a training during the classified retreat this coming semester.
3. Laney Wright will be doing a math acceleration with Alecia Frost. Anne Hauscarriage will lead best practices in the Math Department.
4. Martin reached out to Beth Hoffman and Kelsey Baines to do a CPR training.
5. Martin reported he will do a training on current fieldtrip guidelines.
6. Marilyn Flores emailed Lynnette requesting that Tuesday remain open because of a district training for committee chairs of governance committees. Some committee members will follow up on this. PDC members expressed concern with a day being blocked for everyone on campus when only a few will need to go to training. Additionally, the committee was confused on a mandatory training being requested on a non-required day for faculty.
7. Joseph Alonzo presented upcoming events for the semester including speakers and trainings. Fall is now set and no other events will be proposed.
8. 3CSN will host a best practices training @ SCC on October 21st.
9. The PDC digital calendar needs to be publicized. Tiffany will present to Academic Senate. Martin Stringer will present at joint chairs and department chairs. Tiffany will present at AHSS department chairs meeting. It was suggested that Lupe Cervantes could present at Classified Hawks.
10. The next call for proposals to the professional development calendar will be Monday, October 17th.
11. Joseph Alonzo reviewed the proposal to have the 2nd Friday prior to Flex week be a classified training day with Ruth Babeshoff. She agreed that it was useful, and Joseph is continuing to plan for implementation.

