Professional Development Committee Meeting Agenda
October 9, 2018 (from 1:30-2:30 in H-206):

1. Presentation by Aaron Voelcker
2. Edit the professional development reference sheet and provide feedback.
3. Timeline for the semester:
   - Week 7 (Oct 8) — First general call for proposals
   - Week 9 (Oct 22) — Second general call for proposals
   - Week 11 (Nov 5) — All proposals are due and finalized
     - Put calendar together / edit calendar
   - Week 13 (Nov 19) — Senate approval (depending on mtg schedule)
   - Week 15 (Dec 3) — Email/post calendar

4. Discuss dates for Amy Styffe’s Excel workshop and review her proposal/description:

   Microsoft Excel – Tips and Tricks

   We all use Excel every day. But are we using it efficiently? I will share what I have learned through the years that will make moving around in Excel pretty painless. There are some hidden gems to be uncovered. (Perhaps you have a favorite trick to share as well.)
   - Working in formulas with ease
   - The power of right click
   - Turning data into usable text
   - Conditional formatting
   - Making it look good

5. Discuss/plan additional classified professional development workshops.
6. Other

SCC’s mission statement: Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community. (Approved by RSCCD Board of Trustees, 9-23-13).