Professional Development Committee Meeting Minutes
March 26, 2019 (1:30-2:30 in H-206)
Present: Lynnette Beers-McCormick, Maria Chaidez, Susan Denim, Kathy Hall, Veronica Hurtado, Vanessa Jones, Cindy Partida, Martin Stringer, Liz Thomas

1. Feedback/reaction from the Academic Senate regarding the Examples of Opportunities for Professional Development document
   - Vanessa and Maria reported that Senate wanted the first word of the subheading of the document to be changed from “Proposed” to “Suggested.”
   - Martin had gone over Senate’s concerns with HR and Alistair regarding the document. Kathy moved to approve the document. Cindy seconded, and the document was approved by a unanimous vote.
   - Vanessa will present the document (with edits and page numbers) and the approval of the PDC to Senate on Tuesday.

2. Proposals sent so far for the Fall 2019 Professional Development Calendar
   - Scholarship Committee Meeting
   - Getting to Know Your Associate Degrees for Transfer
   - Martin and Vanessa suggested a “Hire Me!”-style presentation which would go over suggestions for resumes, cover letters, etc. so our adjuncts can put their best foot forward when applying for full-time jobs here or elsewhere.

3. Brainstorm about possible mid-semester professional development sessions
   - Martin will talk to Amy Styffe regarding Excel presentation.
   - Liz suggested one on Dealing Effectively with and Reporting Challenging Students (possibly presented by security guards Tiffany and/or Manny and/or Laurie Jordon)
   - Cindy suggested one on Understanding SAO’s and SLO’s (possibly presented by Aaron)

4. Update on the timeline for the fall semester:
   - Week 7 (March 25) First general call for proposals
   - Week 9 (April 15) Second general call for proposals
   - Week 11 (April 29) All proposals are due and finalized
   - Put the calendar together / edit the calendar
   - Week 13/14 (May 13) Senate approval (depending on mtg schedule)
   - College Council approval
   - Week 15 (May 28) Email / post calendar

5. Other
   - Sue got the rest of the Flex week numbers except for Joseph’s on IAP and the district training for hiring committees.
   - Replacements need to be found for Sue to handle future spreadsheets on Flex week numbers.
   - Liz would like another survey done of the staff.