Professional Development Committee Meeting Minutes: May 14, 2019 (1:30-2:30 in H-206)

Present: Lynnette Beers-McCormick, Sue Denim, Kathy Hall, Vanessa Jones, Cindy Partida, Martin Stringer, Liz Thomas, Christine Umali Kopp

1. Updated 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
   - Week 13/14 (May 13) Senate approval (depending on mtg schedule)
   - College Council approval
   - Week 15 (May 28) Email / post calendar

2. Review/edit the latest draft of the professional development calendar
   Most edits were for wording.

3. A person has not yet been assigned to handle any summer changes to the calendar, but Jazmine Flores is being recruited by Liz.

4. Vanessa volunteered to procure a PDC email address to add to the calendar and website. The email will likely go to Martin after summer begins until a person to handle summer changes has been found.

5. We completed the annual committee evaluation survey (minus two questions which we may answer via email).

6. Liz brought examples of what SAC’s PDC is doing. Martin pointed out that we will be better able to do the same if and when we have someone designated for release time to be in charge of Professional Development, but until that day SAC’s work will be an inspiration to us.