Professional Development Committee Meeting Minutes

Sept 25, 2018 (from 1:30-2:30 in H-206):

Members Present: Lynnette Beers-McCormick, Maria Chaidez, Sue Denim, Kathy Hall, Veronica Hurtado, Vanessa Jones, Martin Stringer, Christine Umali Kopp

1. **Review evaluation forms from fall 2018 professional development week:** Nearly all the responses were positive. The negative ones were quite mild, including a suggestion that Scott James’ Canvas classes be offered in the reverse order (beginning before advanced), that Campus Safety give more information about active ways to resist threats (like pepper spray and stun guns), and that Amanda Carpenter’s presentation should have been offered in a room which had computers for attendee use.

   Considering multiple cancellations, the committee may not accept proposals from Don Buche in the future.

2. **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

3. **Feedback from classified professional development email and update/scheduling of classified professional development sessions during the fall 2018 semester:** Feedback included Zena and others thanking the committee for planning a day for classified staff to gain professional development opportunities. Amy has volunteered to present on Excel this semester. Martin is checking on times that will work for her—preferably a Thursday before
lunch. The goal is to offer two sessions to permit colleagues to cover for each other’s office spaces, possibly one in November and one in December. Amy has also volunteered to present on Share Point in Spring 2019. Martin will take up the idea of a classified professional development day at the next Deans’ meeting and will find out where it still needs to go in the process of being approved.

4. **Online professional development presentation:** Martin is attempting to arrange for Madeline Grant from SAC, working with their vendor, to set up online professional development for presentation at the next Deans’ meeting.

5. **Other:** Martin has combined the information from the state with additional resources from El Camino College to create a draft Santiago Canyon College Professional Development & Flexible Calendar Program. He wants the committee to edit the draft to make it more specific to SCC. The draft with combined committee feedback will be on the agenda at the next meeting of the PDC.