

Professional Development Committee
David Detwiler/Larry Sherwood Co-Chairs
Meeting Minutes
March 21, 2007

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Larry Sherwood, Nanette Wier

Absent: Sandy Lyon, Barbara Modica, Nicole Mosa, Kelly Togerson, Peter Utgaard

The meeting was called to order by David Detwiler at 2:30 pm.

Approval of Minutes

The minutes of February 21st were approved.

Call for Presentation: Fall 2007

David Detwiler distributed a copy of the letter he will send announcing the Fall 2007 Call for Presentation form. The letter will discuss incorporating a theme into Professional Development Week. The Committee discussed scheduling keynote speakers for future flex weeks.

Ideas about incorporating theme: Latin American (highlight theme-based activity in calendar)

The Committee discussed incorporating the theme into the following areas: Convocation, lunch, keynote speaker and some of the workshops such as, book review, movie, faculty presentations, Words & Music, dance, tour of museum and survival Spanish.

Procedure Elect New Professional Development Coordinator

The Senate approved the process to select the Professional Development Coordinator. The outgoing coordinator will be on the selection committee unless that person is applying for the position. The Professional Development Committee will recommend the second faculty member on the selection committee which will then be approved by the Senate. David Detwiler distributed documents for the Committee to review that will be used in the selection process of the new Professional Development Coordinator. The announcement of the position of Professional Development Coordinator will include a list of standing committee meetings the Coordinator is required to attend (IPC, SOC, Senate, Title III). The two-year term for the new coordinator begins July 1, 2007 and ends June 30, 2009.

New Professional Development Funds

- a) Distribution process-The Committee recommends using the same process previously used which was to have one pot of money that all three groups have access to for professional development activities.
- b) Maximum allotment-\$300 per year per full-time faculty member, classified staff member or administrator.

- c) Amount set aside for Flex Week activities-The Committee recommends setting aside money each year to cover the cost of food and speakers.
- d) Classified Staff Appreciation Day-the Committee supports contributing to Classified Staff Appreciation Day.

Next Professional Development Meeting: April 18, 2007

Other:

- The Professional Development Committee needs an additional administrator to serve on the Committee. The Committee recommends Henri Migala as the new administrator.

Adjournment

The meeting adjourned at 4:15 pm.

Professional Development Committee
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Meeting Minutes
April 18, 2007

Present: Nancy Asbury, Lindy Brazil, David Detwiler, Sandy Lyon, Barbara Modica, Larry Sherwood, Kelly Togerson, Peter Utgaard, Nanette Wier

Absent: Nicole Mosa

The meeting was called to order by David Detwiler at 2:30 pm.

Approval of Minutes

The minutes of March 21st were approved.

New Professional Development Coordinator

Paul Carmona applied for the position of Professional Development Coordinator, effective Fall 2007. The committee will meet to review interview questions and interview the candidate.

New Professional Development Funds

There was discussion on how to allocate the professional development funds from the State. Larry suggested waiting until the new professional development coordinator has been hired before a decision is made.

Fall 2007 Professional Development Week

The Committee spent the duration of the meeting reviewing all the call for presentation forms received and calendaring the workshops for Fall 2007. Suggestions were made on how to incorporate the Latin American theme into the workshops such as, a demonstration on Latin American cooking or recipe sharing along with a discussion on how the item is culturally based. Kelly Togerson will facilitate this workshop.

Next Professional Development Meeting: May 16th, 2007

Other:

- Henri Migala is interested in filling the vacant position of Administrative Council Representative on the Professional Development Committee.

Adjournment

The meeting adjourned at 3:45 pm.

Professional Development Committee
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Meeting Minutes
May 16, 2007

Present: Nancy Asbury, David Detwiler, Larry Sherwood, Kelly Togerson, Peter Utgaard

Absent: Lindy Brazil, Sandy Lyon, Barbara Modica, Nanette Wier

The meeting was called to order by David Detwiler at 2:30 pm.

Approval of Minutes

The minutes of April 18th were approved.

Welcome Guests

The Professional Development Committee welcomed the following guests:

- Paul Carmona, Humanities Instructor
- Maria Mendoza-Bautista, Title III Director

Results of the Professional Development Coordinator Selection Process

Paul Carmona was selected as the new Professional Development Coordinator as of Fall 2007.

Possible Speakers and Workshops for Fall 2007

The Committee discussed a couple of proposed workshops for Fall 2007 that would involve hiring speakers. The members present felt it best to have faculty/staff present workshops when possible in order to use professional development funds from the State to send faculty/staff to conferences. David suggested tabling this discussion until the next meeting due to low attendance at today's meeting. Since there is one workshop in question for Fall 2007, David will poll the committee members via email in regards to paying a fee to one of the non staff-presenters.

Review: Calendar and Week at a Glance: Fall 2007

Several workshops have been scheduled that fit into the Latin American theme. David gave an overview of the workshops offered to the committee. An email will be sent to the campus when the online schedule is available. The at-a-glance schedule will be printed and available just prior to Professional Development Week in order to have the most up-to-date printed copy as possible. A suggestion was made to offer some online workshops by some of the online faculty.

Other:

- ❖ The Committee recommends that Henri Migala join the Professional Development Committee as either a member or ex-officio member depending on his availability. Larry Sherwood and David Detwiler will draft a letter requesting Henri's participation on the committee.
- ❖ Maria Mendoza, Title III grant, spoke to the committee about a new program entitled ICE (I Choose Education) which is a pilot summer bridge program for high school students that are about to enter college. Maria would like to request flex credit for faculty that participate in the program as mentors (ICEM-I Choose Education Mentors). Each mentor helps their student develop/review an education plan and navigate through their 1st semester in college. Maria will develop a form for mentors to complete. The Committee can reassess the process after the 1st semester. This will be a one semester commitment for faculty.
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Adjournment

The meeting adjourned at 4:00 pm.