Professional Development Committee

October 9, 2012
3:30 – 4:30 P.M.  HC 124
Meeting Summary

Present:
Anita Morris, Anne Gearhart, Arnulfo Cedillo, Cheo Massion, Devon Kinka, Kathleen Kirkpatrick (Staff Resource) and Paul Fanta

Absent:

Agenda

1. AGENDA
2. MINUTES
3. OFFICE 2010 CONVERSION TRAINING
4. ONLINE VETERAN’S WORKSHOP
5. PD SURVEY
6. ONLINE PD MODULES
7. NEXT MEETING & AGENDA TOPICS

Minutes

Agenda

· Approved by consensus

Minutes

· Approved minutes of September 25 meeting by consensus.

Office 2010 Conversion Training

· Kathleen reported that the College is continuing to migrate office computers to Office 2010 in accordance with the Technology Plan.
· Initial installation and training took place in June 2012.
· Office 2010 training workshops will be offered in October and November at both campuses.
· Concurrently, faculty and staff can submit Tech Stream request to have I.T. install Office 2010 on their office computer.
· Workshop and software installation information will be publicized via ComAll announcements and in the President’s Briefing.

Online Veteran’s Workshop
Cheo, Arnulfo and Kathleen provided feedback regarding the online “Veterans On Campus” workshop being made available statewide via the Chancellor’s Office. All agreed the training was of high quality and valuable. Cheo and Kathleen also reported that it was easy to find the information about local COM resources on the training site.

PDC discussed ways to publicize and encourage employees to take the training. Suggestions included:

- Agreed Kathleen will send a targeted email to VP Duarte and other college employees involved in providing support to COM veteran students (Student Services, Counseling, VA Certifying Official). Requests that review the training and ask for feedback and comments that might be able to be used in publicity.
- Include announcements in President’s Briefing.
- Add this training to any training participation incentives PDC develops.
- Create a flyer that can be distributed to mailboxes timed near Veteran’s Day.

Agreed to promote training using suggestions above.

PD Survey

- Reviewed and revised PD Needs Assessment to make it briefer and more focused.
- Kathleen will incorporate changes and share revised version with PDC.

Online PD Modules

- Briefly addressed ideas to create incentives to complete online PD modules including Veteran’s On Campus workshop. Suggestions included:
  - Reserved parking space
  - $20 Woodlands gift certificate or possible donation
  - Gift certificate to Half Day Café or possible donation.
- Lack of time to review Innovative Educator Modules. Include in agenda for next PDC meeting. Kathleen urged PDC members to review selected modules before the next PDC meeting. Also continue discussion of promotional ideas.

Agreed to discuss feedback re. Innovative Educator Modules and promotion ideas at next meeting.

Next Meeting:

- October 23, 2012, 3:30-4:30 in HC 124
- Agenda Items:
  - Feedback and promotional ideas on Innovative Educator PD Modules