Professional Development Committee  
November 8, 2011  
3:30 – 4:30 P.M. HC 124  
Meeting Summary

Present:  
Linda Beam, Arnulfo Cedillo, Anne Gearhart, Chialin Hsieh (Staff Resource), Devon Kinka, Kathleen Kirkpatrick (Staff Resource), Yolanda Bellisimo

Absent: Paul Fanta

Agenda

1. AGENDA  
2. MINUTES  
3. PD UPDATE  
4. JANUARY FLEX  
5. TFS  
6. COMMITTEE REPORTS  
7. NEXT MEETING DATE AND AGENDA

Minutes

Agenda
  - It was agreed by consensus to approve the Agenda as listed above.

Minutes
  - Minutes of the 10/25/11 meeting were approved by consensus with one revision to correct a date.

PD UPDATE
  - Kathleen reported that a meeting to discuss mandatory training needs with the key stakeholders has been scheduled for Nov. 15. She, Chialin and Linda B. will be attending and will report back.
  - Chialin reported she presented the draft PD Plan to Cabinet. In general, they think we’re on the right track, but didn’t have time to thoroughly discuss. The President wants to study it further. It may be good that it is still in draft stage so it can be shaped.
  - Moodle training will be presented on December 1 & 2. The trainer is from @One. The workshop will be publicized in the President’s Briefing, global email and flyers.
• Chialin and Kathleen are planning to present Data Dashboard workshops before the winter break once the access issues have been solved. Kathleen is working on these with Steve Dodson and I.T.

• Yolanda reported that the Academic Senate had developed a list of suggestions for the New Faculty Academy of the new faculty hires. She will bring information to next PDC meeting.

**January Flex**

• Linda reported she spoke to David about the Flex program and he wants to make sure administrators and faculty are included so they are not disenfranchised. He is in favor of closing offices for a couple hours during Flex so everyone can participate.

• Kathleen presented the information received from the potential presenters identified at the last PDC meeting. Arnulfo expressed enthusiasm for Jean Steel whom he has seen present. Options were discussed.

• The group decided to invite Jean Steel to do a team-building presentation/activity the morning of January 19.
  - Since she will be on campus, the committee recommended that we have her do some other activity or workshop in the afternoon. Suggestions included:
    - A presentation for department chairs – perhaps during their regularly scheduled meeting on the 19th – maybe at lunch? This would have to be run by the VPSL.
    - Something for the people that participate in the governance system (committees, Senates, Management Council) – perhaps on leadership?
    - Suggestion to check with the President to see if he has any ideas or suggestions for the afternoon segment.

**Committee agreed by consensus that Kathleen will contact Jean Steel to confirm that we want her to do a college-wide team-building activity in the morning on Jan. 19 and discuss the other options with her.**

**TFS**

• Kathleen reported on the subscription service Teaching for Success which provides techniques and strategies for faculty to increase student success. Materials are online or can be emailed. We have subscribed in the past and currently have some TFS resources posted on the Staff Development Webpage.

• Linda commented that this would provide another option for faculty professional development and help us in fulfilling our goals for student success and since it is not expensive would be worth continuing.

• Kathleen agreed to do a better job publicizing &/or deploying the materials.

**Agreed to renew subscription to TFS.**

**Committee Reports**

• Not addressed
**Next Meeting Date & Agenda**
Next meeting scheduled Tuesday, November 22, 3:30 PM in HC 124

Agenda:
- Jean Steel proposal for workshop presentation options for January 19 Flex day.
- Review/discuss suggestions for New Faculty Academy

Agenda items may be e-mailed to kathleen.kirkpatrick@marin.edu