Professional Development Committee
December 13, 2011
3:30 – 4:30 P.M.  HC 124
Meeting Summary

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

Absent: Arnulfo Cedillo, Paul Fanta

Agenda

1. AGENDA
2. MINUTES
3. NEW FACULTY ORIENTATION PROCESS
4. JANUARY FLEX
5. NEXT MEETING DATE AND AGENDA

Minutes

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

Minutes
• Approval of Minutes of the 12/6/12 meeting were approved.

New Faculty Orientation Process
• Reviewed feedback received from PDC members re. New Faculty Orientation topics in the categories of Logistics, Teaching and Learning and Big Picture. Identified priorities and rough timeline.
• Discussed agenda for Orientation session.
• Specific agenda topics will be driven by how many new hires are brand new or have taught at COM as part-time faculty. Might know by the end of the week.
• Suggestion to have new FT faculty present a teaching strategy they find effective in each session. Divide up list to include 3 or 4 presentations each session.
• Agreed to hold 5 meetings over course of spring semester – one each month, Jan to May.
Agreed PDC members will identify topics to be included in new FT faculty orientation using the three broad categories of Logistics, Teaching and Learning and Big Picture. Topics will be discussed at 12/13 meeting.

**January Flex**
- Reviewed updated Flex program schedule.
- Confirmed Jean Steel will present three workshops over two days. Stress reduction and management training workshops will be given Thursday, 1/19. College wide “community building” activity will be focus of Convocation on 1/20/12. Confirmed with PDC that Jean can sell and sign her book after Convocation event. KK working with Jean on logistics.
- Kathleen reported on arrangements to use Gym. Met with Don Flowers, Juan Obregozo and Andy Haber in the gym to discuss logistics. Looks “doable.” Working with M&O to coordinate. Will need to rent 400 chairs. President’s Office will provide coffee and refreshments.
- Confirmed offices will be closed to enable classified staff to attend Convocation. Linda and President’s Office will communicate this to managers, staff and college community.
- Flex program materials will be sent college-wide next week and posted on Staff Development Web Page.

**Next Meeting Date & Agenda**
Next meeting scheduled Tuesday, February 14 at 3:30 PM

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