Professional Development Committee
December 6, 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

• Approved Minutes of the 11/29/11 PDC meeting.

New Faculty Orientation Process

• Reviewed Academic Senate recommendations.
• Linda reported that the day before Flex is in the contract as a faculty orientation day. Therefore, January 17, 2011 can be used for new faculty orientation.
• Agreed to use the evening of January 18 to hold the usual Part-time faculty orientation.
• Three strands or themes emerged for broad topics for FT Faculty orientation:
  o Logistics: Nuts and bolts items all faculty need to know to get started such as using the MyCOM Portal to download rosters, where/how to get keys, HR issues, campus safety etc.
  o Teaching and Learning: SLOs, Academic Senate, Program Review etc.
  o “Big Picture:” Global college issues such as Governance, Accreditation, college culture.
• College culture should be a thread that weaves through all topics and all sessions.
• General agreement that it would be great to have mentors assigned to new faculty. Suggestion that Sara coordinate this through the Senate.
• Committee members agreed to contribute topic suggestions to a master document that will be discussed at the next meeting on December 13. KK agreed to set up document and send to Yolanda for input. The document will then circulate to other PDC members so each can contribute to the master list.

*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 draft of Flex program.
- Confirmed Jean Steel will present three workshops – college-wide teambuilding, stress reduction and management training. KK will work with her on logistics.
- Linda reported that President Coon would like all employees to attend the teambuilding workshop and is willing to close offices to allow staff to attend. We will need to publicize and will need signage on buildings.
- Will probably need to use the Gym and rent chairs to hold everyone and make it a space that can be interactive rather than the fixed seating in OH 96. KK will follow-up with Matt for availability of Gym and with Don Flowers re. floor covering and chair set up etc.
- KK reported there will be several Moodle training workshops presented Wednesday 1/18 along with emergency preparedness by Dan Widger that will focus on COM employee responsibilities and what to do in the event of an emergency.
- Changed Dept. Chairs meeting to 11:45-1:00 so they can attend Stress Management workshop on 1/18.

**Next Meeting Date & Agenda**
Next meeting scheduled Tuesday, December 13 at 3:30 PM in HC 124

Agenda Items:
Faculty Orientation topic suggestions from PDC members
Flex Update

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