Professional Development Committee
February 14, 2012
3:30 – 4:30 P.M.  LC 109
Meeting Summary

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

Absent: Arnulfo Cedillo, Chialin Hsieh (Staff Resource)

Agenda

1. AGENDA
2. MINUTES
3. JANUARY FLEX PROGRAM
4. EMERGENCY PREPAREDNESS TRAINING
5. NEW FACULTY ACADEMY
6. NEXT MEETING DATE AND AGENDA

Minutes

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

Minutes
• Approved December 13, 2011 Minutes

January Flex Program
• Discussed feedback from January Flex workshops. In general:
  o Faculty liked having all staff attend Convocation
  o Having everyone attend conveys an important visual message of who we are and how many employees we have.
  o Good feedback on Jean Steel presentation, but no real resolution offered.
  o Lack of interactive activity during Convocation although it was requested.
  o Time to mingle after Convocation turned out to be a benefit of ending early
  o Staff seemed to enjoy Stress Management workshop
  o Linda agreed to report feedback re Convocation to Cabinet.
• Discussed the fact that managers also did a training during “Flex” days, but the term Flex can be confusing because it technically only applies to faculty contractual obligation.
Kathleen pointed out that the term “Flex” actually comes from state Legislature’s approval that community colleges implement a “Flexible Calendar” to include up to 15 days for professional development for faculty in lieu of teaching. COM uses 6 days for this purpose. Three each semester.

- Discussed changing title to “PD” or “Professional Development Activities” PDA and transition away from using “Flex” as a title although faculty will still have Flex obligation. PD is broader and applies to everyone.

  Agreed to transition away from use of “Flex” as title for the designated non-teaching professional development days and begin using the term “PD” or “PDA” Professional Development Activities.

**Emergency Preparedness**

- Kathleen reported that five workshops were presented in January that included information about emergency preparedness processes, the new EOP Manual, mandated ICS training and that all employees are considered Disaster workers.
- Three workshops were presented the week of January 9 so classified staff could attend more easily. One was held at IVC. Two workshops were offered during PD/Flex days – open to faculty and staff.
- Kathleen is working with Dan Wider to schedule more.
- Wider has received feedback that some employees would like to do ICS training in a lab on campus – or at least get signed up and started. Linda pointed out there may be problems with audio interference since modules contain and audio track. Kathleen will continue to work with Wider to plan.

**New Faculty Academy**

- First session held 1/17/12. Very successful.
- Agreed to hold four more sessions during semester: 2/24, 3/16, 4/20 & 5/11.

**Next Meeting Date & Agenda**

Next meeting scheduled Tuesday, March 13 at 3:30 PM

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