Professional Development Committee
February 28, 2012
3:30 – 4:30 P.M.  LC 109
Meeting Summary

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

Absent: Anne Gearhart

Agenda

1. AGENDA
2. MINUTES
3. PDC WEB PAGE
4. PD SURVEY
5. FALL 2012 PD PLANNING
6. NEW FACULTY ACADEMY
7. 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 2/14/12 Minutes was deferred.

PDC Web Page
• Kathleen introduced new PDC Web Page where committee members, meeting times, agendas and minutes will be posted.
• Link is on Participatory Governance Web Page

PD Survey
• Reviewed last year’s PD survey. Results very comprehensive. Discussed using this survey as a base to get more detailed information about suggestions made by faculty and staff rather than doing another big survey.
• Discussed possible topics to include.
• Noted faculty and staff indicated preference to receive training online. Suggestion to include item that references online training option and ask faculty and staff to indicate topics they would be interested in receiving online.
• Kathleen also indicated she will research some online delivery options.
• Kathleen will work on revising survey and email draft to committee when ready.

Fall 2012 PD/Flex Planning
• Kathleen distributed timeline for planning Fall PD/Flex Days.
• Noted: Convocation is on a Tuesday next year 8/21/12. Independent Flex days are Friday, 8/17 and Monday, 8/0.
• Based on PD survey results, committee suggested looking into the following:
  o Keenan (new insurer) may be able to provide training – online and live in health, wellness, workplace safety, emergency preparedness.
  o Bullying
  o Active Shooter on campus – presented by a professional expert in the area
  o Gangs – Yo may have a lead
  o Grant writing – possible presenter Marin Community Foundation?
  o Institutional Need – Chialin and Linda to check with Cabinet to identify topics.

New Faculty Orientation Academy
• Reviewed original draft of topics identified for 3rd Academy Session.
• Discussed need to keep presenters on time.
• Agreed to shift faculty presentations to first thing on agenda.
• Identified topics from on campus presenters:
  o DSPS Overview – Chris Schultz, confirmed
  o Withdrawals and Drops – KK will ask Bob B. and let him know this came up as a question at 2nd session.
  o Course Outlines of Record – KK will ask Sara to present where/how.
• Ask presenters for list of “top 5” things to know on whatever topic they’re presenting. KK will request this and make into a PowerPoint slide.
• Finalized agenda for 3/15/12 Academy Session.

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