Attending:
Diane Traversi, Dianne Faw, Cheo Massion, Dayna Quick, Beth Patel
Absent: Kristina Combs, Devon Kinka,

Welcome
Introductions
• We spent time giving our newest member, Dayna, a bit of background information about the PDC and its charge. There have been a lot of changes over the past year. Cheo is now the longest serving member on the committee. Kristina, Beth, Diane, and Dianne all joined the committee last year.

Approved minutes for the August 26 meeting.

Announcements
• There have been many changes going on across campus. Diane shared some of the changes and issues that have been going on in the Enrollment Services area. We still need to get more information out about this and what it means for students, staff, and faculty.

Flex\Professional Development Information and Activities
• Four presentations from Flex Week – The New Enrollment Services, COM Cares, Classroom Management, and FERPA 101 have been uploaded to youtube. Links are available from the PD website. Faculty can receive Flex credit for watching these videos. The convocation video is also available.

• Two Flex surveys were sent out. One general survey went to all faculty and staff via COMall. A second survey was sent to attendees of specific Fall Flex Week activities.

• On Sept. 19 Cheo and Meg Pasquel will present a follow-up to their Flex Week presentation, A Single Story is Not Enough.

• A New Faculty Academy is being planned for the 10 new full-time hires that began this fall. The first session will be Friday, Sept. 12 and will
include a welcome lunch and a presentation about the tenure process. Four more sessions will follow.

- We need to plan additional professional development opportunities throughout the semester for faculty and staff. Last year, we discussed having a master PD plan for required staff training. We should revisit that this year and work on promoting other offerings such as 3CSN, the community college success network, which offers a range of training opportunities such as Habits of Mind and Reading Apprenticeship for faculty. COM will host a 3CSN event on May 1, 2015.

Faculty – Staff Luncheon Debriefing
- Last year, the PDC was given the charge to plan the faculty\staff luncheon with limited lead time. This year, we will again be responsible for planning. We discussed ways to involve more people in planning and promotion and on the day of the event. We would like to have greater participation across campus, particularly with faculty. One issue is that event is held during finals week and many faculty have exams at the same time. We should also do more to get the word out and personally invite people to attend.

- The catering company last year, Dan’s Catering, had catered this event before and was extremely easy to work with. The food was fine, but it was suggested that we investigate some other options in the spring that might be less expensive.

PD Website
- We have been talking about updating the PD Website which is pretty clunky and hard to use. Beth met with Shook Chung in the summer about the site. Shook suggested that it is better to start from scratch on the website rather than try to reconfigure the old site.

- It was suggested that we begin to investigate PD sites at other schools. At the next meeting, we will begin to dream and brainstorm some ideas about what we would like our site to include, what it will look like, and how the material will be organized.

The next meeting will be Tuesday, Sept. 23.
- Agenda topics will include the PD website and the Flex survey.