Professional Development Committee  
Sept. 23, 2014  
Minutes  
3 – 4 p.m. AU 136  
Submitted by Beth Patel

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

Topic

1. The committee approved the Sept. 9 Minutes and the Sept. 23 agenda.
2. Announcements: Kristina presented information about a new bill – AB 2558 – that earmarks funds for CCC professional development. (Unfortunately, we found out later that these funds won’t be available to COM because of our basic aid status.)

3. Flex Week\Professional Development Survey
Review of the two surveys sent for Flex and professional development. This academic year, we have nine Flex days compared to two days last year. This has been a big shift, and we must continue to do more education so that faculty members are aware of their obligation and the options for completing the requirements. Flex activities have traditionally been for faculty, and some staff felt like there were few options for them or that they did not have the time or management support to attend Flex activities.

For spring Flex, the goal is to get out the schedule around mid-November, so faculty and staff can plan accordingly. We also need to increase options for staff.

Proposal forms for spring Flex are on the PD website.

We discussed whether these surveys could take the place of the longer PD survey that has been used previously. It was suggested that we invite the new director of PRIE, Christina Leimer to a meeting.

(As a follow up, Beth checked with Sara McKinnon about the professional development survey, and she said it is not necessary to use the same form every year. The important thing is that is includes needs assessment.)

4. PD Website
The current PD website is very clunky and hard to negotiate. During this session, we looked at a number of different colleges and talked about what we would like to see on our website. Among the websites that we discussed are:
   - http://www.butte.edu/departments/staffdev/
   - http://www.berkeleycitycollege.edu/wp/staff-dev/
   - http://www.losmedanos.edu/profdev/
   - http://www.santarosa.edu/staffdevelopment/index.html

We would like to have a simple opening page where most of the information and links could be seen without having to scroll down on the page. We will continue to work on this.

The next meeting will be on Oct. 14.