Professional Development Committee  
Oct. 22, 2013  
Minutes  
3:30 – 4:30 p.m. SC 136

Members Present:  
Kristina Combs, Diane Traversi, Devon Kinka, Cheo Massion, Beth Patel  
Absent: Alice Dieli, student members - Michelle Gantos, Soroosh Pourmehraban

Welcome
Agenda
  - Approved

Minutes
  - Oct. 8 minutes approved.

Topics
  - Trainings
    - Kristina suggested Claudette Muldowney as possible new committee member. Beth Patel said she would check with Alice on the committee search.
    - Anne mentioned “Play Fair” for professional development for students and will forward the contact info to the committee for possible future trainings.
    - Cheo mentioned “Habits of Mind” and will forward the link to the committee.
    - Diane mentioned A&R will be attending Region 2’s CACHRO at Solano. She is also leading FERPA training – Student Services is completed and she is expanding the training to other departments.
    - Kristina mentioned HR was hosting a Listening Skills workshop for managers and supervisors.
    - Beth mentioned the Strengthening Student Success Conference – emphasizes that we should be more thematic with trainings.
  - Planning agenda
    - Was decided that the committee should stick with what we’ve committed to.
    - Should reach out to the college population through a COM all and President’s briefing to present what we have accomplished and find out what topics employees are interested in?
    - Diane suggested possibly sending out weekly emails to gain more participation. Emails would include tips and training opportunities. Could possibly start this at the beginning of the semester.
    - Kristina suggested creating a chart of positions and identifying basic training needed for each position title. We need feedback from managers for different areas of training. Devon to bring list of positions and trainings.
• Beth mentioned the PDC is required to send out a survey. We need to compile the previous survey results and give employees feedback. Beth to check on survey log in.

Next meeting date\agenda topics
Tuesday, November 12, 2013
PD Survey