Professional Development Committee  
August 27, 2013  
Minutes  
3:30 – 4:30 p.m. SC 136

Present: Diane Traversi, Devon Kinka, Cheo Massion, Anne Gearhart  
Sara McKinnon - Guest  
Beth Patel and Alice Dieli – staff resources  
Absent: Kristina Combs, Paul Fanta  
Student representatives not yet named.

Agenda

1. Welcome\Introductions
2. Agenda
3. Minutes
4. Announcements
5. Professional Development Plan
6. Current Issues\Projects
7. Next meeting date\agenda topics

Minutes

1. Welcome\Introductions
   • New members – Diane, Beth, and Alice

2. Agenda
   • Approved

3. Minutes
   • No minutes from the May 14, 2013 meeting. Cheo will try to piece together her notes.

4. Announcements

5. Professional Development Plan
   • During the summer, Chialin gathered material for the PD plan from the various constituents. Sara McKinnon presented the final plan to the committee for discussion and approval. The PD Plan will then go to PRAC and the board. The committee approved the plan.

   PD Calendar
   • Based on the activities outlined in the PD plan, Anne suggested a master calendar for PD training. This spreadsheet/timetable would show when various PD activities needed to take place throughout the year. (Note: There is a PD calendar on the PD webpage, but there is no information on
it. This should be updated and include both on- and off-campus opportunities.) There was some concern about how this could be put together.

6. Current Issues/Projects

2012 PD survey feedback
- We need to review results, determine how to use the information, and set timetable and questions for 2013 survey.

Classified PD Budget
- Currently there is an annual budget of about $3,000, but there may also be some additional departmental funds that could be used. The state is expected to increase funds in the future.
- There were questions about the guidelines for classified PD training and funding, e.g. who makes the budget decisions.
- There were also questions about how the faculty and staff processes compare.

Kognito.com – Questions about access through the Chancellor's office.

Keenan – HR is working to put everyone’s name on the list to access this material. A link should be added on the PD webpage to the database of courses. Faculty and staff can email Samantha to request access.

PD Repository
- Cheo suggested that there be a repository for all PD activities. This could be a way to keep track of who is doing what, on-going activities, trip reports, and other documentation that can serve as a campus resource. One suggestion is that all who get PD funds should be required to do an evaluation or write up. This repository could include information about PD sponsored by BSI, departments, or other sources. BSI already requires a simple trip report or summary of activities, and this could provide a model for other groups such as PAC or classified to use, and then these could be gathered and made available. This would help to see where funds are being spend and to make future decisions.

7. Next meeting date/agenda topics

Review and discuss PD survey results
Elect PDC chair