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

Agenda

1. Welcome
2. Agenda
3. Minutes
4. Announcements
5. Elect Chair
6. Professional Development Survey
7. Classified PD Budget
8. Next meeting date/agenda topics

Minutes

1. Welcome
2. Agenda
   • Approved with change in order.
3. Minutes
   • Minutes approved as amended. Minutes will be posted on the PDC webpage.
4. Announcements
   • None
5. Elect Chair
   • We decided to postpone until meeting with the hope that Kristina will accept this role.
6. Classified PD Budget
   • Alice brought in two requests from classified staff for professional development funds. In the past, it appears that Kathleen made most of these decisions and these requests were not typically brought to the PDC. Alice expressed concern about being the sole person to approve/disapprove these requests. It was suggested that she look into the PAC process for approving faculty requests and use that as a guide to establish a process for classified
staff. There was a discussion about how funds might be allocated between the PD Budget and departmental budgets.

7. Professional Development Survey
   - We began to look at the questions and the responses to the 2012 PD survey, and we discussed a variety of issues, but we did not come to any consensus about the survey and future plans.
   - We looked at response rates and responders (e.g. faculty vs. staff) for the questions and discussed whether the current survey format provided sufficient information for planning purposes. Cheo suggested using a focus group format to get more in-depth answers. We discussed whether it was necessary to do a yearly survey.
   - We discussed the various types of professional development opportunities including technical training, teaching and learning, student success, and institutional effectiveness.
   - We discussed how we could use this information for future PD plans.
   - We discussed scheduling issues that might impact training including teaching/work schedules and the academic calendar. Diane shared her experience at SRJC where they held theme-based mini conferences with a variety of opportunities. Anne shared her experience at Skyline which schedules a one-day workshop mid-semester.

8. Next meeting date\agenda topics
   - Elect chairperson.
   - Continue to review and discuss PD survey results. Determine plan for 2013 survey and discuss PD plans.
   - Update from Alice re: process for approving PD funds for staff.