

Professional Development Committee

11/12/2024

List of Membership

Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Christie Howell

Classified Co-Chair: Anita Karr

Members:

Alex Rockey, Jessica Black, Peter LeGrant, Jamal Wright, Kathleen Hicks, Christopher LoCascio, Eleonora Hicks, Kimberly Gutstein, Marissa Patton, Chris Glaser, Aaron Barber, Martha Gonzalez, Timothy Mason, Andrea Thorson, Anna Melby, Amy Jayasena, Esmeralda Abad

Scheduled Meeting Dates/Times

- 09/10/2024 @ 2:00 – 3:00pm
- 10/08/2024 @ 2:00 – 3:00pm
- 10/22/2024 @ 2:00 – 3:00pm (Special Meeting)
- 11/12/2024 @ 2:00 – 3:00pm
- 12/10/2025 @ 2:00 – 3:00pm
- 02/11/2025 @ 2:00 – 3:00pm
- 03/11/2025 @ 2:00 – 3:00pm
- 04/08/2025 @ 2:00 – 3:00pm
- 05/13/2025 @ 2:00 – 3:00pm

Called to Order

- Who called it to order and at what time?

Approval of Agenda (1 minute)

- Approval of Agenda
 - *(Motion/First/Second/Approved?)*

Approval of Meeting Minutes (4 minutes)

- Approval of Meeting Minutes – 10/08/2024
 - *(Motion/First/Second/Approved?)*
- Approval of Meeting Minutes – 10/22/2024
 - *(Motion/First/Second/Approved?)*

Agenda Item #1 – Welcome New Members (5 minutes)

- Brief introductions of all members

Agenda Item #2 – Committee Charge (30 minutes)

- Review current charge
- Assess proposed changes
- Discussion

Agenda Item #3 – Meeting frequency (10 minutes)

- Review frequency of meetings and discussion

Agenda Item #4 – Program Review: First Read (10 minutes)

- Form subcommittees to review Professional Development requests

Agenda Item #5 – Document Updates (if time permits)

- Scholarship application
- Faculty Flex form

Announcements

- Call for Spring 2025 Flex Week Proposals
 - Submit Proposal Form by 12/02/2024

Upcoming

- Flex Calendar planning

Meeting Adjourned

- Time