Professional Development Committee

12/10/2024

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, 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
- 11/26/2024 @ 2:00 – 3:00pm
- 12/10/2025 @ 2:00 – 3:00pm
- 01/28/2025 @ 2:00 – 3:00pm
- 02/04/2025 @ 2:00 – 3:00pm
- 02/11/2025 @ 2:00 – 3:00pm
- 02/25/2025 @ 2:00 – 3:00pm
- 03/11/2025 @ 2:00 – 3:00pm
- 03/25/2025 @ 2:00 – 3:00pm
- 04/08/2025 @ 2:00 – 3:00pm
- 04/22/2025 @ 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 (2 minutes)

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

Approval of Meeting Minutes (5 minutes)
- Approval of Meeting Minutes
  - *(Motion/First/Second/Approved?)*

Agenda Item #1 – Meeting Recordings (5 minutes)
- Discuss the option to record meetings via Zoom and utilize the AI summary tool
- Voting item

Agenda Item #2 – Scholarship Application (5 minutes)
- Voting item

Agenda Item #3 – Flex Schedule (20 minutes)
- Coordinate with Academic Tech to schedule Spring 2025 Flex Sessions

Agenda Item #4 – Program Review (10 minutes)
- Review PD requests
- Discuss implementation ideas

Agenda Item #5 – Potential Document & Website Updates (10 minutes)
- Scholarship application
- Faculty Flex form
- PDC website
- Professional Development website

Meeting Adjourned
- Content of Agenda Item placed here.