

Minutes for Professional Development Committee

04/08/2025

L160 and Zoom

Attendance

Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Christie Howell

Classified Co-Chair: Anita Karr

Members Present:

Peter LeGrant, Eleonora Hicks, Martha Gonzalez, Christie Howell, Anita Karr, Sara Manuel

Members Absent:

Alex Rockey, Jessica Black, Jamal Wright, Christopher LoCascio, Kimberly Gutstein, Marissa Patton, Chris Glaser, Aaron Barber, Timothy Mason, Andrea Thorson, Anna Melby, Amy Jayasena, Esmeralda Abad

Guests:

Kalina Hill, Anne-Marie Hodge

Called to Order

- Sara Manuel called to order at 2:01pm

Approval of Agenda

- Approval of Agenda
 - *(Howell/Gonzalez/Approved)*

Approval of Meeting Minutes

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 - *(Howell/Gonzalez/Approved)*

Agenda Item #1 – Review Meeting Calendar

- Proposal: Reschedule April 22nd meeting to April 29th – Approved by discussion

- Review: May 13th meeting availability (Finals Week) - Keep meeting, email recommendations for PD Week schedule or flier if you can't make it.

Agenda Item #2 – Charge Updates

- Discuss College Council feedback-
- Recommendation from College Council is that we become an operational group, not a standing committee.
 - This means we would report to College Council, not Academic Senate.
 - Faculty Flex Advisory group would work with PDC on recommendations.
 - Proposed Classified professional development work group would work with PDC on recommendations.
- Change charge to Operational Group
 - Add “facilitate and” to Committee Charge section
 - Delete “Work with Director of Academic Tech...” in Task, Goals, and Objectives section
 - Remove Academic Senate from Provides Reports To section
 - Membership-
 - Keep chairs as written
 - Keep admin as is
 - Faculty rep- change to 4
 - Classified- change to 4
 - Student- keep 1 non-voting
 - (Karr/LeGrant/not enough members for quorum to approve)
 - 5 voted yes, will continue to vote on this via email.

Agenda Item #3 – Document Updates

- Flex Reporting webforms:
 - Academic Senate feedback – will vote on at the next meeting
 - EAC feedback – will be reviewed at this Thursday meeting
- Scholarship application:
 - Correct errors – a few errors that need to be updated
 - Update document type – make it a fillable form
 - Voting due date – 1 week from when it is sent.
 - (Howell/Gonzalez/Approved)
 - Anita will put due date in email subject.

Agenda Item #4 – Professional Development Week Planning

- Call for Proposals sent
 - Encourage colleagues to submit a proposal!
 - Proposals are due by April 30th
- District-Wide PD Workgroup updates
 - Intra-district PD collaboration- Kalina and Sara are working with this group
 - Incorporating TALE (Teaching and Learning Exchange)- may relaunch next year

- Perhaps open a FLEX presentation to the district

Meeting Adjourned

- At 3:00pm (Howell/Karr/Approved)