

Minutes for Professional Development Committee

4/29/2025

L160 and Zoom

Attendance

Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Christie Howell

Classified Co-Chair: Anita Karr

Members Present:

Eleonora Hicks, Timothy Mason, Peter LeGrant, Christopher LoCascio, Marissa Patton, Aaron Barber, Martha Gonzalez, Sara Manuel, Christie Howell, Alex Rockey, Anita Karr

Members Not Present:

Jessica Black, Jamal Wright, Kimberly Gutstein, Chris Glaser, Andrea Thorson, Anna Melby, Amy Jayasena, Esmeralda Abad

Guests:

Kalina Hill, Anne-Marie Hodge

Called to Order

- Sara Manuel called the meeting to order at 2:01

Approval of Agenda

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

Approval of Meeting Minutes

- Approval of Meeting Minutes with the revision that the classified PDC workgroup is proposed.
 - *(Rockey/Howell/Approved)*

Agenda Item #1- Charge Update

- Approved by the committee. Executive board approved it with no changes. It is on the consent agenda for Academic Senate tomorrow.

Agenda Item #2- PD Workgroups

- Faculty Flex Advisory council will advise about faculty professional development policies including flex.
 - This group will report to PDC, College Council, and Academic Senate. The Faculty Chair will be the Flex Coordinator and will report to College Council and Academic Senate as well as PDC.
 - The Flex Coordinator is the Faculty Co-Chair of PDC.
 - Those who join the Faculty Flex Advisory group can be from PDC or outside of PDC as well.
 - A concern was raised regarding the membership to include Student Services faculty.
- Classified Professional Development group was proposed. Once the new PDC charge is approved then Classified Staff can create a Professional Development workgroup.

Agenda Item #3- Document Updates

- The web forms were voted down by Academic Senate. Faculty have to use the Flex reporting forms that are currently on the website.
- At the first meeting in Fall, we can review the forms and submit to Academic Senate for approval for the 25-26.
- Chris LoCasio or Christie Howell will make the Scholarship Application a fillable form.

Agenda Item #4- Professional Development Week Planning

- Submissions are due Wednesday, April 30th
- Discussed the possibility of having a lounge room with coffee and snacks
- Lunch will be provided during the Renegade Book Club discussion on Tuesday/Wednesday
- Lunch will be provided during the PDC Scholarship flex presentation on Tuesday/Wednesday. This session will be open to all KernCCD employees as part of the Teaching and Learning Exchange.
- Sara will send out one more reminder for flex presentations.
- Suggestions:
 - Shared that it would be helpful to have the flex schedule sent to Caroline Warlth (custodial supervisor) so the rooms will be cleaned
 - It would be helpful to send an email confirmation to presenters that reminds them of what they submitted and that their proposal was accepted and the scheduled date and time of the presentation.
 - Canvas Basics should be scheduled.

Meeting Adjourned

- 3:02 p.m.
 - *(Howell/Karr/Approved)*

