

Professional Development Committee Minutes

September 8th, 2016 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Crozier, Judy; Edwards, Shirley, Manikandan, Gayathri; Sasser, Rachele; Zambrano, Ruth; Mary Grace-Hall; Wimberly, Wendy

1. August 2016 meeting minutes was approved.

2. Goals for the year 2016 - 2017:

1. Presentation about Professional Development Funds at the Fall 2016 Flex Day:
 - Ruth and Judy did an awesome presentation and our thanks to both of them.
 - Ruth will create a reimbursement packet. Will contact Business office to merge the files as one of the form is password protected. Then it could be made available online.
 - Mary and Gayathri will help creating a sample on how to packet should be filled.
2. Health Fair tentatively on May 10th, 2017 around 10:00am at student Lounge for approximately 3 hours:
 - This event is still on, student lounge reserved for this event.
3. Faculty Suggestions for Professional Development workshops:
 - Canvas Training:
 - Dr. Aasi will discuss with CANVAS directly to find out if they will offer any training on campus.
 - Gayathri will discuss with Dr. Story on further Canvas training at Compton.
 - Judy will summarize the other suggestions and will be discussed in the next meeting.
 - Judy will contact Lisa Mednik to get the list of workshops offered at ECC so that we can customize for the Compton employees.

3. Conference Reimbursement Request:

- Ruth will send the updated Committee ballots for conference reimbursement.
- Three Math faculties were requesting \$1500 each for attending AMATYC conference at Denver, CO from November 17th to 20th, 2016.
- Malinni Rouen's packet was complete and approved except the signature from the VP is needed.
- Jose Villalobos and Miguel Ornelas packets needed the 300 words description on their own words and the signature from Ms. Perez was needed.

4. Expenditure Tracking:

- Mary has created a draft worksheet to track the budget. Will review it next meeting.

5. Miscellaneous: Yet to discuss!

- All members review Professional and Staff Development plan sent by Ruth; on the next PD meeting the Mission statement, goals, objectives and other items can be reviewed and submitted to CEO.
- IEPI Leadership Development Application: This is to write a mini-grant to get funding.
 - Ms. Sasser will follow up on this with Dr. Curry.

Next meeting → Tuesday October 18th, 2016 1:00pm to 2:00pm at Human Resources.