

## Professional Development Committee Minutes

March 28<sup>th</sup>, 2017 1:00pm to 2:00pm

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

1. March 7<sup>th</sup>, 2017 meeting minutes was approved.
2. Conference Request: None
3. Health Fair tentatively on May 10<sup>th</sup>, 2017 around 10:00am to 1:00pm at student Lounge:
  - Choose the vendors from the premier expo list
4. Safe Driver Training:
  - So far 15 people signed up and waiting to get the list from other divisions.
  - Tentatively it will be on May 23<sup>rd</sup>, 2017 from 1:00pm to 2:00pm
  - Judy will email Lt. Box for his availability to do this training.
  - Ms. Sasser will check the availability of the staff lounge.
5. Flex Hour Tuesday: 100pm to 2:00pm
  - April 18<sup>th</sup>: “Increase Student Success in Your Classroom based on the book “Whistling Vivaldi” by Claude Steele presented by Judy Crozier and Minodora Moldoveanu
    - Give away: First 5 people to register will get this book. Ms. Sasser could pay for this from the fund.
    - Ms. Sasser will check the availability of the Staff Lounge with the Technology Request.
    - Ruth will contact Ms. Perez to get information on the flex credit procedure.
    - Maximum enrollment will be 25 people.
    - Judy will send out the flyer.
  - May 30<sup>th</sup>:
    - Dr. Aasi shared the information and results from a workshop.
    - This workshop will be on “Retention: A far greater Challenge than enrollment” by Dr. Aasi.
6. Committee Member Update:
  - The member names on the Professional Development Committee list need to be updated.
  - Pham, Hoa should be replaced by Dr. Aasi
  - Ruth will invite Victor ad Alice to our next committee meeting.
7. Goals for 2016-2017 Update
  - 2016 Flex Day PD presentation done
  - Classified Staff Day was took over by Dr. Curry
  - Health Fair on schedule
  - PD Activities for Flex Tuesday: Two of them scheduled
8. Enrollment Services Workshop:
  - Scheduled on May 12<sup>th</sup> and we may partner with them.
  - Ms. Sasser will find out their next meeting so that we could know more about this workshop.

9. Future plans: (Goals for 2017-2018)

- Offer “App Development” by Corrine Hoisington during fall 2017 flex day.
- Offer “Webpage Refresher course”, depending on Alana’s availability.
- Judy will contact Corrine and Alana regarding these events and update the committee.
- PD for classified employees
- Research more for the next meeting

10. Professional Development Budget:

- Will discuss in next meeting

Next meeting → Tuesday April 25<sup>th</sup>, from 1:00pm to 2:00pm at Human Resources office.