

Professional Development Committee Minutes  
May 9<sup>th</sup>, 2017 1:00pm – 2:00pm

Attendees: Aasi, Frazal; Crozier, Judy; Edwards, Shirley; Hawkins, Alice; Kowalski, Victor; Sasser, Rachelle; Wimberly, Wendy; Zambrano, Ruth

1. April 25<sup>th</sup>, 2017 meeting minutes was approved.
2. No Conference Request
3. Flex Hour Tuesday:
  - May 30<sup>th</sup> Workshop Update
  - Dr. Aasi will use MS103 for his workshop. He asked for feedback on selecting a topic for his presentation. He will keep original title. Once we approve his description of workshop, Judy will create flyer and we will promote it.
4. Fall 2017 Planning
  - Judy will talk to Alana about “Info to Canvas for non- Canvas users.” Dr. Aasi will talk to Celia Valdez for Canvas help.
  - Judy suggested a Book club
5. Health Fair
  - Final preparations: If we have a low turnout from Staff, Students are welcome to come in. We will have a raffle and Staff can fill out ticket and we will make sure staff get gifts.
  - Committee participation: Victor and Mr. Sasser will greet vendors. Greeters schedule: Victor- 8:45am- 11:00am, Wendy- 11:00 am – 11:45 am, Alice: 11:45am-12:30pmm and Judy 12:30pm-1:30pm.
  - Pass out tickets until 1:00 pm and Raffle will be at 1:00 pm
6. Next meeting: May 23, 2017 1:00pm to 2:00 pm