

Professional Development Committee Minutes
September 29, 2014 3:30pm to 4:30pm

Attendees: Aasi, Fazal; Crozier, Judy; Gillis, Amber; Johnson, Wendy; Manikandan, Gayathri; Sasser, Rachelle; Zambrano, Ruth

1. Reviewed and approved the meeting minutes from the April 14th, 2014 meeting.
2. Conference Reimbursement Request: No Conference Reimbursement Request to review. We need to keep promoting that the funds are available for conference requests in our division/department meetings.
Newsletter: Ask the conference attendees submit a report on what they learned at the conference with useful links after they attend the conference so that it can publish it in the newsletter once a semester.
3. CPR/AED Update: 38 faculty/staff took the training and got certified. On Spring2016 a follow up refresher course should be arranged.
 - Judy will follow up with Lt. Box on the current list of First Responders
4. Ms. Sasser gave the Applause Cards to Dr. Curry for the approval.
5. "Creating Faculty Website" Training will be offered at Compton Center at SSC 108 and it should have at least 14 faculty sign-ups to avoid any cancellation. Let us promote this one!
6. Classified Professional Development:
 - Wendy will follow up Donna Manno regarding the Classified Professional Developmental activities.
7. Campus Activities: Soft ball game
 - Ruth will follow up with Athletic Director about the availability of the Softball field.
8. Making use of available grant opportunities: We need to come up with our own foundation letter so that we can use it to avail the funds or gift certificates given by Walmart, Target or other grocery stores.
 - Ms. Sasser will follow up with Dr. Curry on creating our own foundation letter.
9. Committee Structure: We need to find out who can be in the committee and how many adjuncts should be in the committee.
 - Ms. Sasser will bring the list to the next meeting.
10. Faculty Development Committee: We are waiting to find out from Academic senate on whether it got approved or not.
11. Professional Development Webpage: Discussed about various options of creating a webpage for this committee where we can upload meeting minutes, conference reports from faculties, etc. Need to finalize!
12. Everyone agreed to meet on the second Monday of every month from 3:30 to 4:30pm at Human Resources Conference Room for our committee meeting.

Next meeting will be held on Monday October 13th, 2014 at 3:30pm in Human Resources conference room