



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES



FACILITATOR: Rachelle Sasser

RECORDER: Alice Hawkins

DATE: May 23, 2017 **TIME:** 1:00pm

LOCATION: Human Resources

Vision

El Camino College Compton Center and the future Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

El Camino College Compton Center and the future Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton Center promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Meeting Participants

Rachelle Sasser	Gayathri Manikandan	Wendy Wimberly	Judy Crozier
Fazal Aasi	Ruth Zambrano	Victor Kowalski	

Meeting Minutes

1. **May 9, 2017, meeting minutes was approved (with Victor's name fixed).**
2. **Conference Request:** None
 - Conference request will be accepted after July 1, 2017, for the next academic year
3. **Conference reimbursement request ballot: Updated**
4. **Health Fair: Successfully completed with lots of kudos from faculties and staff members**
 - Committee thanks and appreciate all the members who volunteered to make this event successful.
 - Ruth will send out a thank you email to all with the names of the raffle prize winners.
 - Gayathri will email the committee with the feedback survey for this event.
 - Ms. Sasser will email Joshua Meadors (Staff Researcher), with the survey questions, which will be sent to all.
5. **Safe Driver Training:**
 - For Math Department, we have a training on June 1, 2017, from 1:00pm to 2:00pm, at the campus police station.

6. Flex Hour Tuesday: Student Retention Presented by Dr. Aasi

- Already on the flex reporter for May 30, 2017, from 1:00pm to 2:00pm at Math Science room 103
- Flyers are given to each division office and invite your colleagues to attend this event.
- Ruth will send reminder emails for this event and find out how many signed up for this event.

7. Goals for 2017-2018

• 2017 Flex Day PD

- Judy will contact Paul Flor for few minutes to be on the Flex Day agenda to announce the flex activities.
- To collect data from faculty and staff on the kinds of training they want us to offer
- On the spot survey could be filled by emailing all and/or by passing out suggestions cards.
- In case staff members meet at different place on the Friday during the flex day, Wendy will get information from the classified staff members.

• Classified Staff Day is back on

- All day event on “Customer Service from the Customers’ Eyes”
- Tentatively scheduled on a Friday, end of September, 2017, (either at Little Theater on in the Allied Health lecture room).
- Expecting at least 90 out of 115 staff people to attend
- Ms. Sasser will check with Kayla Ellis regarding this.

• Canvas Training

- The June training is closed and there will be another training in July.
- Dr. Aasi will follow up on the Canvas practice shell request for faculties to practice.

• Health Fair will be scheduled once a year

- Need to schedule it during April. This way not too many events will be scheduled on a same day and same time.
- Need to promote earlier and decide whether it is going to be for both students and faculties.
- Assign person in-charge for this event in advance.

• PD Activities for Flex Tuesday: Tentative schedule dates but need to confirm with the presenters

- For 9/26/17→Flipped class by Nikki Williams
- 10/31/17 →Book Club by Katherine Marsh on the book “For White Folks Teach in the Hoods” (possibility to bring Halloween theme, making the participants wear content specific costume).

- **CPR/AED Training:**

- Will be offered in July and or October 2017, based on the building captains' availability.
- This will be for the people who got trained both the last year and year before.

- **Miscellaneous:**

- Judy will check with Corrine Hoisington on offering "App Development" training.
- Offering "Webpage Refresher Course" training.

8. Fall 2017 PD Meeting: Second Tuesday of the month from 1:00pm to 2:00pm at HR office

- **9/12/17→Working lunch with Elana.**

- Need to check Elana's availability
- Ask her about the possible training for classified staff members

- **10/10/17 and 11/14/17**

9. Miscellaneous:

- Offer "App Development" by Corrine Hoisington during fall 2017 flex day
- Offer "Webpage Refresher Course", depending on Elana's availability.

Enjoy your summer everyone!! See you in Fall

The Next Scheduled Meeting

Date: September 26, 2017

Time/Location: 1:00pm to 2:00pm at Human Resources office