Professional Development Committee Minutes
Monday, November 17, 2014 – 2:00 p.m.
D-129

INFORMALLY APPROVED

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Terri Pyer</td>
<td>Administrative, Chair</td>
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<tr>
<td>Shannon Bliss</td>
<td>Administrative</td>
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<td>Mark Sanchez</td>
<td>Administrative</td>
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<td>Delia Edeza</td>
<td>CSEA</td>
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<td>David Jones</td>
<td>L-39</td>
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<tr>
<td>Pam Wiese</td>
<td>Faculty PDCommittee chair</td>
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<tr>
<td>Sunita Lanka</td>
<td>Faculty</td>
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<td>Yelland, Hetty</td>
<td>Faculty</td>
<td>x</td>
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<td>Megan Blevins</td>
<td>Professional Development Center</td>
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<td>Laura Lark</td>
<td>Professional Development Center</td>
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<td>Andrea Marble</td>
<td>Human Resources</td>
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CALL TO ORDER
Meeting called to order at 2:04 p.m. Terri Pyer

ACTION ITEMS

1. The agenda was approved.

2. Approval of the October minutes will be tabled until December, since Andrea has some additional notes on the Educator-in-Residence program. The May minutes were approved. Terri noted that the committee’s guidance from May already has changed; e.g., the increase to $3,500 of a $3,000 limit and also 5 people instead of 3 for Employee Innovation Grants, resulted from input from the Cabinet.

3. The rubric for scoring conference and travel requests was approved with the addition of the following phrase, so evaluators can be more precise when scoring: “If you feel that the answer falls between two categories, feel free to give a score between the given categories.”

4. Megan was nominated and approved as the co-chair of the committee. Terri pointed out that Megan and she should meet in-between meetings to gather suggestions and create the agenda.

5. Pam Wiese already activated the “Go2Knowledge” subscription and some faculty already have used it. Hetty stated she thought the college-wide trainings were good, but some of the ones on teaching were more for beginning teachers. Shannon also would like to use it. There were no new requests for funding. Terri will send an announcement of this program to Renata Funke.

STANDING REPORTS

Hartnell College Vision Statement: Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.
1. Megan and Laura detailed all the activity that they are promoting at the PDC, like weekly Drupal meetings and one-on-one trainings. An average of at least three to four people per week attended Drupal. Offered Google Drive and Colleague trainings, too. Also Title V sponsored training was presented by Turnitin.com.

2. Since Pam wasn't present, Terri reported that the FPDC is already working on some training for January flex days.

3. a. Terri reported that all managers attended a training given by LCW on 12 steps to Avoid Liability. The Board of Trustees is asking updates where we are on strategic plans. Goal 3 will probably be addressed in spring. Andrea reported that everybody besides six adjuncts completed the mandatory trainings on sexual harassment. Terri said that all managers also completed training on mandated reporting of child abuse, and that on the next round of mandated reporter training, faculty will also be included.

b. Terri presented a brief explanation about the Professional Development Program budget. The original amount was $100,000 but the business office allocated $84,000 due to the late start and lack of previous activity. If needed, we can probably get those extra $16,000. The actual balance now is $71,000 with nearly $26,000 spoken for, leaving $45,000 for future programs. A more detailed explanation about the amount spent will be presented at the next meeting.

INFORMATION/DISCUSSION/PRESENTATIONS

1. AB 2558 was approved and classified staff will benefit from it too. It is still unclear what our reporting requirements will be. Terri is in contact with other colleges to get their input.

2. Anne Benvenutti will be here in December and also in January, March and April as our first educator-in-residence. Shannon will send notification later this week. Also we will solicit some ideas from the Hartnell community about who should be the next presenter. Megan said that Hartnell should be able to record its own conferences and make them available online. An option might be the Hartnell Youtube channel.

3. Web page – Terri showed the professional development program page. A slide show for the first five people granted with the innovation grants will be created and the committee will work on how the results will be presented.

4. The group also discussed the survey that is posted and as homework, the committee will come up with another sample. Some written evaluation needs to be done and the committee needs to start on the reporting back cycle. If “College hour” were formalized, that could help in creating a time for all to participate.

NEXT MEETING(S)

December 15, 2014 (2:30pm to 4pm)
January 26, 2015 (3:30pm to 5pm)

ADJOURNMENT
Meeting Adjourned at 3:52 p.m.

Terri Pyer