

**Santa Monica College
Professional Development Committee**

Minutes from the Meeting of October 13th, 2011

Present: Steve Hunt, Patricia Burson, Ribhalin Kharpuri, Monica LaBenda, Janie Jones, Judy Neveau, Kiersten Elliott, Evelyne Pedersen

Call to order @ 3:05 pm

Approval of Minutes – the minutes of our September 22nd meeting are approved

Professional Development needs assessment (Accreditation recommendation)

Steve and Trish are working on the survey; they will reserve space for general comments. This will be the first step of our future PD plan. HR will coordinate this new five-year plan with the help of various committees representing the Faculty, Managers and Classified staff constituencies. The Classified survey already took place.

Professional Development online calendar status

A proposal was sent to Academic Affairs; we are now waiting for their feed-back. Monica points out that we could have our list of events on the web page “Events at a glance”. We could create a new Faculty and/or Staff calendar link. Monica will continue to work with the Events dept to coordinate the rooms for Spring Flex day. She may have to contact other departments to reserve their conference rooms (DH300- loft for example) if we need extra space.

Status of expenditure of professional development funds

\$9,400 is left out of our original \$20,000.

Spring Flex Day workshop proposals

Our Spring Flex day will be on March 15, 2012. Three tracks were discussed for the morning workshops; Mental health, Academic honesty and Sustainability. Two tracks were discussed for the afternoon sessions: Technology (Cloud – Lee Johnston) and Achievement (Sabbaticals, Chairs of Excellence, and Fellowships). Judy proposes a “Hidden talent-Secret skills” Fair for the lunch period; we could organize a Faculty Art exhibition. Most workshops and sessions will be organized with the Wellness-Happiness theme in mind.

PDC Request form signature requirement

About 60% of the forms received do not have a Manager/VP signature on the “white” sheet, should we decide to redesign our form? We need to respect the terms of the Faculty contract and check if this modification would be in compliance.

Request for an online training subscription: individual request Approved

This Committee will check if an institutional subscription with Lynda.com is available (and at which cost) to complement the ElementK training.

Recommendations contained in the Statewide Student Success Task Force

We will review the specific recommendations for Professional Development and incorporate their language into our future plan. Some coordination with other CCCs will be necessary. Our general goal is to re-envision and revitalize our PD Plan.

Need for coordinated Professional Development opportunities for other constituencies

The Classified staff just ratified their new contract. A new committee with 3 Classified members and 3 District members will be established. Monica and HR will be able to coordinate activities between the various constituencies as soon as this new committee is in place.

DRAFT