

**Santa Monica College  
Professional Development Committee**

Minutes from the Meeting of September 22<sup>nd</sup>, 2011

**Present:** Steve Hunt, Patricia Burson, Ribhalin Kharpuri, Monica LaBenda, Janie Jones, Judy Neveau

**Creation of a Professional Development Plan**

This will be based on input from other committees, such as Chairs, Program Review, Ethics and Professional Responsibility, EAC and Budget.

**Professional development needs assessment**

Examples of surveys from other schools were passed out by Monica for use in creating an SMC faculty PD needs assessment. We will continue this discussion.

**Professional Development online calendar status**

Monica is working on a project to use the room reservation calendar to keep a list of professional development opportunities. There are some issues with events held in rooms that are not usually reserved with this software. Trish will talk to Senate Exec about this project and get feedback. Also discussed was a disclaimer to be put prominently on the page, "Some of these events may be eligible for individual flex, consult with your Department Chair if you have questions."

**Status of expenditure of professional development funds**

\$12,500 is left out of our original \$20,000.

**Spring Flex Day workshop proposals**

Creation of a mental health issues track was discussed for our Spring Flex Day.