



Professional Development Committee

Minutes

March 25, 2109

2-3 p.m., Tower 801

| AGENDA ITEM | FACILITATOR(S) | DISCUSSION POINTS | RESULTS/FOLLOW-UP ACTIONS and RESPONSIBLE PARTY(IES) |
|----------------------------------|--------------------|---|--|
| Call to Order | Weidenbach /Wilson | | |
| Debrief of Flex Day | Wilson | Review and discussion of Flex Day; what did people like and what can be improved for the future? | <p>Positive response to the OnCourse workshop from those that attended. Participants reported liking the teaching techniques that were demonstrated. There were some who left throughout the day, but participation was generally strong.</p> <p>Workshops tended to be “lightly” attended. This could be due to also having OnCourse at the same time. Also, the schedule was late in being published due to some late requests for workshops. Lastly, the afternoon tended to be “heavy” on workshops, with many overlapping each other. The morning session was lighter in the number of workshops.</p> <p>Coordination with Facilities is an on-going issue. The Bistro was not set-up particularly well for the OnCourse workshop.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Discuss in the future ways to improve coordination with the Facilities team • Discuss ways to more strategically plan/schedule the workshops on Flex Day. |
| Utilizing the OnCourse materials | Weidenbach | Discussion of how to use the OnCourse training and apply it in the classroom. How can we use the OnCourse workbook? | One of the best aspects of OnCourse was its “toolbox” of teaching strategies and techniques. |

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| | | | <p>It would be useful to make these strategies available to those that did not attend.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Use these strategies in future Flex Day workshops • Recruit people who attended OnCourse to gauge willingness to host a workshop focused on one particular teaching technique or strategy • Make “toolbox” available to faculty: place the workbook on reserve in the library or on the PD shelf/cart in the library |
| Committee Membership for 2019-2020 | Weidenbach/Wilson | Discussion of change of committee membership and possible replacements for exiting members | <p>Atiya will be stepping down from the committee. Alicia will be on sabbatical for the year. Chris will be termed out for chairmanship.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Send email to Academic, Classified, and union leadership to alert them of vacancies. • Publicize vacancies throughout the school • Publicize the open chair position |
| Topics for future meetings | Weidenbach/Wilson | Discussion of possible agenda items for remaining meetings this semester | Scott mentioned placing on a future agenda a discussion about strategic budget planning. |

Next Meeting: April 8th, 2019