Professional Development Committee Agenda (Monday, March 9, 2020)
Generated by Felipe Wilson on Saturday, March 21, 2020

1. Opening Items

No absences
Guests: Scott Hoshida

Public Forum: Massages will be available for faculty during lunch-time at flex day. Money for the masseurs will be paid out of the PD budget.

Motion to approve agenda and minutes: David first; Marla seconded; unanimously approved

Rupinder mentioned the likely possibility that the school will face closures and that there should be opportunities for Canvas training at flex day and for other workshops to help faculty in case school closes.

Committee discussed that we should plan on having the following workshops:
-Basic training for Canvas access and using Zoom
-Using OneDrive
-Recording and uploading lectures

2. Action Items

2.1. Funding Requests: committee voted on funding requests

2.2. Non-travel funding form: committee reviewed the form developed by Scott Hoshida which can be used for funding requests that are not travel related. Several of the resource requests were for departments to do their own PD, and they would like funding for those activities. The committee will require that the PD events be for the entire school and will be open to all, but we are supportive of departments being able to sponsor PD events.

Motion to approve the usage of the form: Marla first, Kimm seconded, unanimously approved. Marla and Felipe will follow-up by sending out a newsletter to the school which will discuss the form. The form will also be uploaded to the website.

3. Information Items

3.1. Program review updates: the committee reviewed the resource requests that were made during program review. Marla and Felipe assessed all of the requests and generally only found a few to be "legitimate" requests. Most requests were not actually for PD, or were outside the limits of our budget.

The committee discussed that those requests that were "legitimate" are ones that we should consider funding in some way in the future. Potentially, allocating money out of next year's budget for the request. Committee also discussed that more training is needed on how to fill out resource requests.

3.2. Flex day presentations: Emails have been sent out to past PD presenters to get them to provide any materials that were used for their presentation. We will collect them and upload them to the committee's website. We will likely call this the "Flex Day Library" because libraries are awesome and snazzy places.

4. Closing Items