



## Professional Development Committee

### Minutes

March 11, 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		
Update on PD funding	Pak Ho	Review and discussion of remaining funds	<p>Funds are low.</p> <p>Results:</p> <ul style="list-style-type: none"> <li>• Decision was made to look at cutting food costs as a way to have some money for PD requests.</li> <li>• Decision was made to not offer breakfast or lunch from Laney catering. We will serve only drinks in the morning and afternoon</li> </ul> <p>Follow-up:</p> <ul style="list-style-type: none"> <li>• Chris and Felipe will look at Laney approved vendors, particularly Cam Huong, for possible cheaper lunch</li> <li>• Chris and Felipe will look into disseminating how the committee spends their funds for greater transparency</li> </ul>
Flex Day workshop funding	Weidenbach	Discussion, proposal, and vote on providing an “honorarium” payment to workshop facilitators. Chris will provide a list of facilitators and a proposal for the committee to vote on.	<p>Results:</p> <ul style="list-style-type: none"> <li>• \$100 honorarium will be given each to: Shawn Taylor, Daniela Pachtrapanska, Christine Will, Laura Espino and Christina Yanuaria</li> </ul>
Criteria for Funding Requests	Weidenbach/Wilson	Proposal for a list of factors to use when judging funding requests.	Chris presents a list of possible criteria to use for “scoring” future PD requests. There was some discussion that an actual rubric could be

		Brainstorm developing a rubric for future funding requests.	useful to make the criteria easier to use. Also, some discussion about prioritizing part-time requests or for people presenting at a conference, rather than just attending Results: <ul style="list-style-type: none"> <li>• Criteria are approved</li> </ul> Follow-up: <ul style="list-style-type: none"> <li>• Post criteria on website</li> </ul>
Planning for Professional Development Day	Weidenbach/Wilson	Update and discussion of: <ul style="list-style-type: none"> <li>• OnCourse progress and advertisement for the workshop</li> <li>• Other PD day workshops</li> </ul>	Follow-up: <ul style="list-style-type: none"> <li>• Emails will be sent asking for workshop proposals</li> <li>• Final schedule will be developed by Chris and Felipe and emailed in a FAS</li> </ul>
Committee Membership for 2019-2020	Weidenbach/Wilson	Discussion on change of committee membership and possible replacements for exiting members	Tabled until next meeting

Next Meeting: March 25, 2019