



Professional Development Committee

Minutes

September 9th, 2019

2-3 p.m., Tower 801

Co-Chairs: Marla Leech (P) and Felipe Wilson (P)

Voting Members: Blanca Montes de Oca (P), Pak Ho (A), Marla Leech, Rupinder Bhatia (P), David Lee (P), Shawn Taylor (A), Kimberly Blackwell (P), Autumn Sullivan (A)

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW-UP ACTIONS and RESPONSIBLE PARTY(IES)
Call to Order/Public Forum/Approval of Minutes	Leech/Wilson	Public discussion and approval of minutes/agenda	
Committee Charge and Goals	Leech/Wilson	Committee will review the charge/goals	<p>Improvements should be made in the evaluation and review of our flex days. Improvements could also be made in increasing transparency about how the committee's budget is spent.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Regular newsletters will be sent by the co-chairs in which we discuss the budget situation
Master Schedule	Leech/Wilson	Discussion of establishing a "master schedule" for the rest of the semester (or year) including important dates and activities	<p>Follow-up:</p> <ul style="list-style-type: none"> • Examine the master schedule that Tammeil has provided to see how to merge that format with the committee's key dates • Move up the date to solicit ideas for the mid-semester flex day • We should schedule workshops and activities to be held outside of flex days. Kimberly mentioned the example of a workshop addressing the needs of our veteran students

PD Funding Requests	Leech/Wilson	Review and discussion of the funding requests we have received.	<p>Results:</p> <ul style="list-style-type: none"> Funding requests for Deborah Brooks (\$200.00) and Angela Jimenez-Velayos (\$400.00) were unanimously approved
Debrief of Flex Day	Leech/Wilson	Discussion of what worked and what could be improved for future Flex Days.	<p>What worked:</p> <ul style="list-style-type: none"> Good program: lots of good workshops Well attended Movie and discussion was particularly popular and well-reviewed <p>What could be improved:</p> <ul style="list-style-type: none"> Too much stuff at the same time Too much sitting: need more activities/active workshops More team-building activities

Next Meeting: September 23rd, 2-3pm