Date: December 4th, 2017
Present: S. Sandhu, L. Celhay, J. McKenna

Agenda	Discussion	Follow-up Action
Approve Agenda for 12/4/17 Review & Approve Minutes from 11/6/17 Review of Sabbatical Applications Professional Development Committee Webpage Update (Feedback/Suggestions) Sabbaticals PD Funding Requests Spring 2018 District Flex Day and CoA Spring Flex Day	The committee members approve the agenda as presented. Did not review minutes. Discussed three available reviews of sabbatical applications. Committee members present raised the possibility of rolling over 1 of the 2 sabbaticals to next year. Will need review sheets from remaining committee members ASAP Asked PD Chair to follow up with District Chair on Protocol Discussion regarding Sabbaticals: • Approved Sabbaticals available in the Library (reserved) • Schedule a meeting to review Sabbatical applicants • Offer workshop on line so that adjunct faculty would be able to participate. (Expand offering ideas). • E mail reminder will be sent by the Professional Development chair regarding forthcoming deadline in submitting sabbatical leave application(s). PD Funding Requests Pending Require Official Parameters from our Contracts/District Request for PD Chair to Investigate Prior to Approving: Maria Guzman & Antonio Villegas Theme addressed – "A COA ETHOS • Examined Data from Program Reviews & APUs (Canvas Training, Collaborative Teaching; Motivational Speakers, PD Funding) • Request to provide agenda prior to the end of the term • Email contact w/committee regarding COA Flex Day Meeting adjourned	Committee members approve the agenda as presented. Minutes will be reviewed on 02/05/18 PD Chair will follow up w/District Chair on Procedures PD Chair will send urgent request to review sabbatical applications PD Chair will follow up with District Chair and Union w/official language PD Chair will provide update on Spring Flex Day Schedule via Email

Submitted by: Sabeen Sandhu