## Professional Development Meeting

Date: August 14, 2017

Present: T. Karas, L. Celhay, F. Tran, C. Johnson, R. Olive, M. Lizardo (in conference call with S. Sandu & J. McKenna)

Agenda	Discussion	Follow-up Action
Election of SDC Chair	T. Karas mentioned that this brief meeting is only associated to election of the new SDC Chair and also the approval of the CoA Flex Day for F17 schedule. A copy of the schedule was disseminated to the committee members.	S. Sandhu is the new Staff Development Chair.
Review and Approval of the CoA Flex Day schedule	R. Olive shared to the committee members that only a faculty member is able to serve as chair for this committee.	
	C. Johnson nominates S. Sandhu as the new SDC chair. (No other nominations received). As such, S. Sandhu will serve as the new chair for Staff Development Committee.	
	The President announced to the committee members that there will be an upcoming Flex Day in October. Further details will be sent to Sabeen by President Karas	
	C. Johnson requested that her scheduled workshop be cancelled as she isn't prepared and has not been notified in advance regarding this workshop. The President agreed and removed her on the schedule.  The committee members agree as well to remove part 3 (Department meeting(s)) from the schedule as the majority of the faculty do not stay late for meetings. Due to this, S. Sandhu suggests to have a	
	"Working Lunch" for all department(s). The committee members and the President concur to this great idea, and therefore the "LUNCH" listed on the schedule is to be changed to "Working Lunch for Department(s).	
	Meeting adjourned	

Submitted by: Marivic Lizardo