## Professional Development Meeting

Date:

October 3, 2017 S. Sandhu, T. Cook, L. Celhay, J. Mckenna, S. Montgomery, & R. Olive Present:

Agenda	Discussion	Follow-up Action
Approval of the agenda	The committee members approve the agenda as presented.	Committee
Approval of minutes from September 5, 2017	Motion by J. Mckenna, second by L. Celhay. Motion carried. Minutes of September 5, 2017 approved.	members approve the agenda as presented.
Discussion/Approval of Funding Request(s)	Motion by J. Mckenna, second by L. Celhay. Motion carried. Funding request from Jean Rowland for a limited amount of \$1,100 approved.	Minutes of September 5, 2017
(1) Application – Jean Rowland	The College President appoints Fong Tran's replacement. Other item talked about regarding PDC funding request(s)	approved.
<ul> <li>2017-20188 Sabbatical Leave</li> <li>Schedule Two Informational Session/Orientation Prior to 10/15/17</li> </ul>	Create a sub-committee in charge of reading funding request(s) from faculty. This committee makes recommendation (rejection/approval of funding) to the Professional Development Committee.	Funding request from J. Rowland approved by the PDC.
Application Deadline is 11/15/17	PDC emailed Cleavon Smith, district wide interim PD Chair—awaiting for his response.	
DE Committee Request for Professional Development Funds for Canvas Training (\$65)	<ul> <li>Discussion regarding sabbatical recipients last semester(s):</li> <li>Need reports from M. Goldstein and R. Brem. The PD Chair will email them about this overdue reporting—they also may select to provide presentation during Flex day(s).</li> <li>The committee will have to come up with an official written document where sabbatical recipient(s) have to sign off. Having this document signed, individual(s) is/are bound to fulfill with the entirety of the signed agreement. Non-compliance is a violation of the contract which may result the probability of paying back. The PD Chair is to draft a memo regarding this.</li> <li>Invite them to the next PDC meeting. (R. Brem's report is way overdue).</li> <li>To send out via mail an informational on-line session about the sabbatical application.</li> <li>Post this in the Faculty Senate website.</li> <li>S. Sandhu will attend the next Faculty Senate to give them updates regarding sabbaticals. (Need support? To let the committee know)</li> </ul>	The PD Chair is to draft an official document regarding sabbatical where recipient has to sign that contract.  S. Sandhu is to attend the next Faculty Senate meeting regarding Sabbatical updates.
	<ul> <li>Discussion regarding DE Committee's Request:         <ul> <li>The DE Committee wanted to ensure that faculty are well-trained – The cheapest CANVAS training is \$65.</li> <li>Total number of faculty? Projected total cost? Individual request must be submitted. No available resources for adjunct faculty.</li> <li>R. Olive – to check in with the district as DE has available funding related to this expense.</li> </ul> </li> </ul>	

Professional Development Day Tentative Schedule	<ul> <li>8:15-9:00 AM – Continental Break &amp; First Aid Training (Peralta Colleges (Office of Risk Management)</li> <li>9:00-12:00 PM – Keynote Speaker (Shawn Vandergiff) Apple Computer (Services - FREE for this 3-hour session.</li> <li>12:00-1:00 PM – Working Lunch – Joint Divisional meeting (Myron Jordan, Ana McClanahan, Lilia Celhay and Eva Jennings)</li> <li>1:00-2:00 PM - Faculty Workshop(s)</li> <li>2:00 -3:00 PM – Faculty Workshop(s)</li> </ul>
Marivic Lizardo's compensation	T. Cook suggested that the PD chair and M. Lizardo get together and bring back the new recommended monthly OT hours/amount back to the PDC membership, next PDC meeting in November 2017.  Meeting adjourned.

Submitted by: Marivic Lizardo