

Professional Development Meeting

Date: November 5, 2018

Present: S. Sandhu, W. Bruce, M. Duensing, M. Lizardo, A. McClanahan, E. Jennings, K. Rollins, S. Montgomery

Agenda	Discussion	Follow-up Action
<p>Review and Approve November PDC Meeting Agenda</p> <p>Review and Approve Minutes from 10/01/18 meeting</p> <p>Sabbatical Procedures and Timeline</p> <p>Funding request: Julie Saechao, Peter Olds, Diana Bajrami, O. Fish (Membership)?</p> <p>Spring 2019 Flex Day (Theme, Call for Workshop Proposals Timeline, Keynote: Jean Steele "Happy People Win")</p>	<p>PDC meeting agenda approved as presented.</p> <p>Tabled. For review and approval on the next PDC meeting.</p> <p>PD Chair shared that email reminders were sent out of deadline with workshop and sabbatical application information. Applications are to be scored by faculty and administrators' committee members only. Scoring Deadline: November 30.</p> <p>The committee members unanimously approve PD funding requests for the following: P. Olds = \$1,100 D. Bajrami - \$1,100 J. Saechao - \$1,100</p> <p>Ideas brought up: On-line teaching training (How will this benefit the college) Institutional guidelines? Attendance Sheet (part of approval process) Draft – PD Chair will draft criteria regarding this.</p> <p>Spring 2019 Flex Day Workshop Proposals:</p> <ul style="list-style-type: none"> • Risk Management • Training (full description) • Disaster Evacuation Zone (TIMELINE: November 30) • Cultural Humility Workshop • Conflict Resolution in the classroom • Trauma Information – Evan/Lydell • On-line instruction – J. Fowler • Solid tool to use associated to delivery of instruction • FABLAB <p>Ideas brought up:</p> <ul style="list-style-type: none"> • Lunch time entertainment • Coffee/cookies at the end of the Flex Day • Managing Stress/Attitude at Work – Jean Steele 	<p>PDC agenda approved as presented.</p> <p>Tabled</p> <p>Committee approves funding requests from P. Olds, J. Saechao and D. Bajrami</p>

	<ul style="list-style-type: none">• Summary email regarding this will follow from Chair Sabeen Sandhu <p>Meeting adjourned. Next meeting set on December 3</p>	
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Submitted by: Marivic Lizardo