

**Professional Development Committee**  
**May 3, 2013**  
**Agenda**

**Members:**

<input type="checkbox"/> Daniel Bahner (co-chair)	<input type="checkbox"/> Rick Hogrefe (co-chair)
<input type="checkbox"/> Robert Brown	<input type="checkbox"/> Kristin Overturf
<input type="checkbox"/> Karen Childers	<input type="checkbox"/> Karen Peterson (co-chair)
<input type="checkbox"/> Robert Crise	<input type="checkbox"/> Jeff Schmidt
<input type="checkbox"/> Breanna Andrews	<input type="checkbox"/> Luis Mondragon
<input type="checkbox"/> Tina Gimple	<input type="checkbox"/> Mariana Moreno
<input type="checkbox"/> Sam Truong	

1. Approval of Minutes from April 5, 2013, meeting.
2. Flex Reporting : Discussion
3. PDC Evaluation
4. 2013-2014 PDC Tasks:
  - a. Needs assessment: When? Where? How?
  - b. PDC tasks and responsibilities:
    - i. Assessment
    - ii. Creating a PD program:
      1. General concerns:
        - a. Faculty needs
        - b. Staff needs
        - c. Other?
      2. Flex Day Calendars:
        - a. Thursday, August 15
        - b. Wednesday, September 25
        - c. Thursday, January 9, 2014
        - d. Tuesday, April 8, 2014
      3. Specific events:
        - a. Part-time faculty meeting, August \_\_
        - b. In-service Day, August 16
    - iii. Scheduling presenters
    - iv. Facilities Use Requisitions
    - v. Creating monthly calendars
    - vi. Sign-In Rosters
      1. Created for each event
      2. Packages with evaluations
      3. Delivered with evaluations
      4. Compiled in binder for possible tallying
    - vii. Evaluations
      1. Ordered and packaged
      2. Delivered to presenters
      3. Pick up from presenters
      4. Delivered to Office of IERP

- viii. Promotion
    - 1. Semester PD Brochure
    - 2. Weekly/Daily email announcements
  - ix. Webpage maintenance
    - 1. Online forms updated
    - 2. Agendas and minutes posted
    - 3. PD calendar posted
    - 4. PD brochure posted
    - 5. Flex calendars posted
    - 6. PD session materials posted
  - x. Flex Reporting and Evaluation
    - 1. Flex Report completed and sent to state via Office of Instruction and SBCC District
    - 2. Flex obligation sent to all faculty via Office of Instruction
    - 3. Flex reports collected and evaluated
    - 4. Faculty and Office of Instruction notified
  - xi. Professional Development Library
    - 1. Holdings catalogued
    - 2.
    - 3.
    - 4.
  - xii. PD Committee
    - 1. Writing Agendas
    - 2. Writing and publishing Minutes
    - 3. Vetting Funding requests
    - 4. Notifying applicants of decisions
    - 5. Arranging discussion with PDC
    - 6. Processing reimbursement paperwork
- c. Strategy for funded position
- d. Other issues and concerns?

5. Other Issues or Concerns?

**Next Meeting: Friday, May 17, 2013**