

**Professional Development Committee**  
**September 16, 2011**  
**Agenda**

\_\_\_ Robert Brown      \_\_\_ Joe Cabrales      \_\_\_ Karen Childers      \_\_\_ Robert Crise  
\_\_\_ Raju Hegde      \_\_\_ Elizabeth Mealey      \_\_\_ Karen Peterson      \_\_\_ Ted Phillips      \_\_\_ Jeff Schmidt

1. Flex Day: Recap
2. Professional Development Budget
  - a. Account update
  - b. Funding the funding requests
3. Professional Development Calendar
  - a. Revisions and updates
  - b. Advertising events
  - c. Planning for upcoming events
    - i. Reading Group (begins Sept 28)
    - ii. SLO Open Workshop (Oct. 7)
    - iii. Blackboard Open Labs (Tuesdays in October)
    - iv. Brown Bag Lunches
4. Redefine and reassign roles and responsibilities
5. Other Issues or Concerns?
6. For next meeting (September ):
  - a. Rewrite *CHC Professional Development Plan*???

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Funding Requests – Approval Criteria:

The activity should...

1. enhance job performance
2. contribute to student success
3. be of high quality
4. result in some report to the college community
5. demonstrate a clear focus on technology (technology requests only)

Funding Parameters:

- We will cover registration, hotel, and airfare
- We do not pay for mileage or meals

Allocation Limitations

*Maximum of two participants unless the department/area can justify more.*  
*Maximum per year per full-time faculty/staff/manager is \$500*  
*Maximum per year per part-time faculty is \$250*

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**Next Meeting: Friday, October 7, 11:00-12:00**