

**Professional Development Committee**  
**March 16, 2012**  
**Agenda**

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

1. Update on past funding requests
2. New Funding Requests: Judy Giacona
  - a. Frances Southerland and Kirsten Colvey: ACCUPLACER National Conference, June 28-30, 2012, San Francisco, CA (Early bird registration of \$225 each before March 30)
  - b. Rich Hughes: National Association of Geoscience Field Conference, March 2-4, 2012 Zzyxx, CA, (Registration and lodging: \$360).
  - c. Larry Aycock: California Association of Community College Registrars and Admissions Officers, April 29-May 2, 2012, Sacramento, CA (Registration, airfare, and lodging: \$786)
  - d. Rich Hughes: Honors Transfer Council of CA Conference, March 31, 2012, UC Irvine (Registration and lodging: \$50).
3. April 3 Flex Day
  - a. Outcomes Committee Calendar of Workshops
  - b. Flex Day Logistics (facilities requests, Flex Day flyers and emails, copies and tech requests, etc.)
4. Upcoming Agenda Items
  - a. Flex Reporting
  - b. Needs Survey
  - c. Funding Request Procedures (Karen C's draft)
  - d. Crafting a 2012-2013 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, April 6, 11:00-12:00**