

January 24th, 2017

3:30-4:30, AC 303

Minutes

Present: Tonya, Hersch, Connie Lehua, Stacey Lince, Gina Longo, Nicole Oldendick, Beth Patel, James Stopher

Absent: Javier Urena

Beth Patel led the meeting.

Agenda Review

Today's Agenda approved.

Minutes

Minutes from December 13, 2016 meeting were approved.

Faculty Flex Week Recap

- Overall Flex Week went well.
- Positive response to Convocation.
- Flex Week provided a wide range of sessions led by Faculty, Department Chairs & non-Com Employees.
- The non-COM sessions included CalSTRS, and several sessions (Inclusion, Ergonomic, by representatives from our benefits administrator at the request of Ron Owen.
- The inclusion sessions were not well attended.
- Faculty attended the Ergonomic sessions, but staff did not. Staff might have been too busy to attend sessions.
- Next fall COM will introduce a shared flex day for both faculty & staff. This day will be scheduled outside of flex week, in order for staff to attend.
- Flex Verification Forms are available on the PD web page, as well as the most up-to-date flex information

Canvas

- Training is scheduled throughout the spring semester on 4 dates: 2 on campus & 2 online.
- Stacey Lince will present a Getting Started in Canvas session next month in the Library lab/classroom.

Classified Professional Development Day

- Begins with hot breakfast buffet in the cafeteria.

Opening Session will include:

- Monica Rudolph, President of Classified Senate speaking about PGS
- President Coon, Sarah Frye & Christina Leimer will discuss Accreditation.

Breakout Sessions: Staff can choose to attend any 2-50 min sessions from the following possible topics:

- Mindfulness
- Safe space
- Supporting distressed students
- Emergency Preparedness by COM PD (need to confirm with John Adams, Interim Chief)

- Inclusiveness Overview (possibility of low turnout)
- Technical Training: Getting started with Lynda, SkillSoft, COM Employee Fee Waiver Program & other training resources will be presented by Stacey Lince. Stacey would like to book AC 114

Publicity:

- Nicole Oldendick is working with Nicole Cruz for email announcements.
- Posters

Prior to Event Needs:

- Session evaluation forms
- Schedule of event signs for doors.
- Help with logistics, follow-up, & confirmation.

Professional Development Web Page

- Needs to be updated with PDCC information,
- Updated & redesigned in general.

Next Meeting is Tuesday, February 14.

Future Agenda Items: Follow-up on CPDD, Review PDP – Beth created a rough draft of new sections.