

**February 14th, 2017**

**3:30-4:30, AC 303**

**Minutes**

Prepared by Beth Patel

**Present:** Tonya Hersch, Stacey Lince, Nicole Oldendick, Beth Patel, James Stopher

**Absent:** Javier Urena, Connie Lehua, Gina Longo

**Beth Patel led the meeting.**

**Agenda Review**

Today's Agenda approved.

**Minutes**

Minutes from Jan. 24, 2017 meeting were approved.

**Accreditation**

- Greg Nelson, VP of Finance and College Operations, met with the committee to discuss the upcoming site visit on March 6-9 with the ACCJC accreditation team. He gave information about the schedule for the site visit and the possibility that team members might ask to attend a meeting. He stressed the importance of having a clear understanding about our charge and function as a committee. To practice, he asked a variety of questions about our committee, our charge, and issues related to shared governance.
- Greg suggested that we review issues related to the PDC in the ICER, the Institutional Self Evaluation Report. (The report can be found on the website at <http://accreditation.marin.edu/sites/accreditation/files/ISER-2017-e.pdf> )

**Classified Professional Development Day – Friday, Feb. 24**

- Nicole discussed the final plans for the event.
- Complete details can be found at: [http://www.marin.edu/WORD-PPT/ClassifiedPDDayProgram\\_022417.pdf](http://www.marin.edu/WORD-PPT/ClassifiedPDDayProgram_022417.pdf)
- She asked for help to put up publicity posters around campus.
- Beth will prepare sign-in sheets for the opening session and individual sessions and will prepare the evaluation forms.

**2017-20 Professional Development Plan**

- Beth emailed everyone a draft of the revised Professional Development Plan 2017-20 and asked for feedback by the end of the week, so it can be forwarded to members of cabinet for review.
- After issues with page numbers are corrected, the table of contents will be updated.

**Next Meeting is Tuesday, February 28.**

**Future Agenda Items:** Status update on Professional Development Plan, review of Classified Staff Professional Development, need for PD Needs assessment, and faculty/staff appreciation lunch.