

Professional Development Committee

May 9, 2017

3:30 – 4:30p.m. AC 303

Minutes

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

Absent: Gina Longo, Javier Urena

Beth Patel led the meeting.

Minutes

Minutes from April 25, 2017 meeting were approved.

Agenda Review

Agenda approved.

New Employee Orientation Series Launch Fall 2017

Jon Eldridge is initiating a new employee orientation that will supplement the current onboarding provided by human resources. The orientation will include a series of four two-hour sessions to help orient new staff to college organization and procedures. Topics will include committee work, resources, and student success information. These on-going sessions will be held monthly.

Fall Flex Update

- During Fall Flex, there will be a focus on issues of equity and student learning outcomes, areas identified during the accreditation site visit.

Fall Classified Professional Development Day

- Oct. 4 will be the fall classified professional development day and a faculty Flex day. Staff are always invited to participate in Flex activities, but the timing of Flex week comes at a very busy time for staff, and so they often can't attend. Oct. 4 will be a non-instructional day, and we hope this will be a good opportunity for staff and faculty to interact.

Faculty/Staff Appreciation Luncheon- Thursday, May 25 from 12-2 p.m.

- Plans are in place for the appreciation luncheon. Additional reminders will be sent out and posters will be put up around campus.
- We will request seating for 200 in the cafeteria and AV set-up with screen, projector, laptop, and speakers.
- Nicole, Stacey, Connie, and Gina will help with set-up and decorations.

The Tuesday, May 25 meeting during finals week is cancelled. We will resume meetings in the fall.

Future Agenda Items: Classified Staff PD Day, webpage update, new building plans, review of PD AP and BP.