

Professional Development Committee Minutes

September 26, 2017

3:30 – 4:30p.m. AC 303

Present: Shook Chung, Carol Hernandez, Tonya Hersch, Stacey Lince, Gina Longo, Nicole Oldendick, Beth Patel, Javier Urena

Absent: Shirleigh Brannon, Connie Lehua

Beth Patel led the meeting.

Agenda Review

Agenda approved.

Minutes

Minutes from May 9, 2017 and September 12, 2017 meetings were approved.

Welcome New Member: Shook Chung

- Shook Chung, Senior Creative/Lead Web Designer, has joined PDC for 17-18.

Fall Faculty and Classified Professional Development Day

Planning Continued:

- Beth distributed a checklist.
- Need facilitators for reflection time-Guided questions.

Check-in:

- Need all hands on deck to help to check-in & distribute tickets that Shook will design to designate breakout groups.
- Arrive at PA Bldg between 8:00-8:15

Publicity Committee:

- Posters are done. James will pick-up some to distribute. Large posters are already posted in Mailroom.
- Contact Nicole Cruz to resend Eventbrite invitation.
- Get the word out.

Student Panel:

- Lisa Webb has developed the questions for the students.
- Tonya, Javier and Jonathan Eldridge will facilitate.

Lunch:

- Nicole O. will follow-up with Susie about vegetarian options.

Classified Professional Development Funding Request

- Classified Professional Development Funding Request from Joan Paulino was approved for up to \$500 in PD funds for the NAFSA International Educators Conference in Sacramento.

Adjourn.