Professional Development Committee Minutes
April 10, 2018
3:30 – 4:30 p.m. AC 303

Present: Carol Hernandez, Tonya Hersch, Nicole Oldendick, Beth Patel, Javier Urena, James Stopher, Nicole Oldendick

Absent: Shook Chung, Connie Lehua, Gina Longo,

Beth Patel led the meeting, prepared the minutes

<u>**Agenda Review**</u>
Today's agenda approved

<u>**Minutes**</u>
Minutes from March 27 approved

<u>**Request for classified staff development funds: Sheldon Carroll**</u>
approved by group and sent to HR to confirm availability of funds. Received email confirmation afterwards.

<u>**Website review**</u>
The committee reviewed a number of websites to help us determine what we wanted/need in our website redesign. We reviewed websites and looked at professional development centers from the following schools:

- Palomar College - https://www2.palomar.edu/pages/pd/
    - Some good drop down links help streamline site
    - Piloting Cornerstone PD software, much of the page is devoted to info about this new initiative
- Butte College – https://www.butte.edu/prodev/
    - Very extensive Flex/pd program
    - Lots of info about their Center for Teaching Excellence – floor plans, procedures
- Cerritos College – http://www.cerritos.edu/ic/
    - Simple/clear
    - Easy to navigate
    - Less text, more pictures
    - Link to full pages
    - Good use of pictures
- Santa Rosa JC - https://pd.santarosa.edu/welcome-professional-development
    - Boring front page, used button "click to submit a flex proposal"
    - 8 main drop down menus from type – home, about us, professional development, flex-approved activities, PDA days, forms, resources, tuition reimbursement
- De Anza College – http://www.deanza.edu/professionaldev/
    - Text-heavy page, divided into three columns
    - Good information, could make more use of drop down menus
    - Everything fits on one main page, no scrolling necessary to see page

- San Diego Mesa College (LOFT – Learning Opportunities for Transformation) - http://www.sdmesa.edu/about-mesa/professional-learning/
    - Clean front page, pic of employees talking with each other in the LOFT
    - Three columns
    - Four main headings/links on left side – LOFT, training/events, resources, requests, CEL committee, Instructional design
    - Outstanding PL center – very well developed
- College of the Canyons http://www.canyons.edu/Offices/PD/Pages/default.aspx
    - Very clean/ simple
    - 5 main heading/drop-down menus – home, workshop registration, training opportunities, PD committees, about
    - Eye-catching graphics

Comments:
We want to have clean lines, pictures of employees, drop down menus for easy navigation
We'd like a template that includes 2 or 3 columns including a column to highlight upcoming events/activities
There are rumors of a new website, so we need to check with Shook about details and timelines.

Cornerstone PD software pilot update.

- There will be a video conference on Friday, April 13 with Cari, Stacey, Patrick, Jon H., and Nikki along with representatives from the Professional Learning Network about the scope, costs, and technical requirements of the program.

Survey

- No time to discuss. Beth will put-together a template to discuss

Adjourn