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| **PDCC Charge:** To assess and provide recommendations pertaining to professional development needs, activities and funding for the college at large.To synchronize applicable college wide events.To plan and implement Flex Day activities aligned with the goals of the college equity plan.To engage in continuous process improvement via feedback tools.**PDCC Goals 2019-2020**1. 2. 3. 4. |  | **Professional Development Coordination Council** MINUTESDate: 02-13-20Time: 1:00 pm – 2:00 pm Room: Science Division Conference RoomAttendees: Dan Kumpf, Felicia Torres, Matthew Moore, Colleen Coffey, Kammy Algiers1. Call to Order at 1:00pm
2. Adoption of the Agenda: Yes
3. Adoption of the Minutes: Yes
4. Faculty PD Update: Shared flyer of upcoming events. This was also shared at last Academic Senate meeting. FPD needs to follow-up to get requisitions in process for Cynthia McDermott (3/9) and Tom Kavanaugh (4/13).
5. Classified PD Update: CPD met Wed. Re: Diversity Fest they are putting out the word to get more CPs to participate/volunteer. Schedule for this event will be available soon. Activities planned 8:30-4pm both days. Talked about Earth Day: idea to get group to go out and clean the rose garden and/or other campus locations that day (i.e. campus beautification). 4CSD event: Dan, Felicia, and Matt will attend. PDCC will fund Dan’s attendance; CPD will fund Matt; Felicia looking to district funds so she can attend also.

 Faculty PD needs to email constituency to see if any faculty can attend this.  CPD is purchasing reading material to build some events on. One such book is *Mastering Civility* by Christine Porath.  Thinking about 1-hour CPD workshops thru the day on the upcoming flex Thurs. 1. Spring Flex: Trudy A. will do a 9:30-noon workshop on the Friday of Flex. It will cost $1,000. Group discusses lunch on Thursday and Friday and whether there should be a conversation or an activity during lunch? Will there be campus-wide lunch service those days? Dan needs to talk to Kim about this. Group concurs that the fee for Trudy is acceptable.
2. 4CSD Conference – March 4th – 6th : See notes above about attendance for this.
3. Faculty Sandwich Club: Faculty PD will pick up the tab for this. For PD monies to be used, there should be a focus/presentation/idea that starts these events and then dialogue can break off from there. FPD will speak to organizers and confirm that this is acceptable to them.
4. Evaluation of PD events – Work with Pamela. Faculty PD need to send flyer of events to Pamela to begin the ball rolling to get these evaluations worked up for spring flex.
5. End of year FLEX report: This is about the coming year 20/21. We need more definitive ideas of the schedule for spring flex. How are we advertising these events? Faculty have their own flyer for that day’s events (and it lists other upcoming FPD events as well). But we need a combined schedule of events for those two days. Olivia will send CC a schedule of CPD events and then CC can combine this with faculty events and have one flyer for both. This needs blurbs for each event too. Zip grade (Erin Broker) as possibility for Thurs. afternoon. We need programming for Fri. afternoon too. Technically flex days should be 6 hours long.
6. Diversity Festival: See above.
7. PD Webpages: Need to pay attention to who can change/update webpages so that there are not “too many cooks” in the website kitchen.
8. Faculty/Classified Canvas hubs for PD: Classified is going to use Canvas; FPD needs to find out if that’s what they want to do also?
9. Adjournment at 2:01pm
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