**Professional Development Committee Meeting**

**November 29, 2012**

**3:00 PM – 4:00 PM**

**MCW 312**

**Welcome and Introductions**

**Attendees:**

* Gwendolyn Lewis-Huddleston, Dean, Social Sciences, Humanities, Distance Education, Professional Development
* Eileen Crump, Title V Cooperative Grant
* Peder Nielsen, Classified Senate President, Athletic Equipment Manger
* Ken Drake, Business
* Erica Tartt, Instructional Designer
* Helen Galindo, Counseling
* Florence LaFemina, Nursing

**Documents Received:**

Agenda

Professional Development Ideas

**Introductions (Group)**

* Eileen will confirm dates for Flex Week Presentations with presenters
* Consider having Financial Aid staff visit division department meetings to update departments
* Financial Aid will sponsor a workshop to update staff
* Sharon finalized Flex Week calendar by end of next week
* Trainings for Flex week

1. PowerPoint Part 1
2. PowerPoint Part 2
3. One Book One Campus
4. Web Enhancement
5. Ventura County Credit Union Workshop
6. Investment Discussion Group
7. CPR Training
8. English Best Practices-Share Your Strategies
9. Supplemental Instruction Training
10. Financial Aid FAQ
11. Counseling Workshop Update (possibility)
12. Discipline Specific (possibility)
13. Facilitator Training – Sandy Hajas, Cathy Scott, Susan Bricker (possibility)

* Classified Senate will offer their Professional Development presentation with Hans Weichhart from Disney and luncheon during the March 2013 Spring Break and another one at the end of the school year in May 2013
* Sharon will send one more email to department chairs to see if they want to offer a discipline specific activity for spring flex week
* Florence LaFemina will inquirer if nursing department can offer an emergency preparedness presentation
* Committee will consider filming all professional development trainings and uploading them on our professional development website
* Committee will consider how to collect data from professional development trainings in order to determine if the trainings are helping student success rates
* Evaluations will be used to track success of trainings
* Include feedback on what professional development activities staff want in each evaluation
* Committee would like a campus license for survey monkey and will ask David Keebler
* Gwen will provide a standard evaluation form for staff training feedback
* Committee will ask Peter Sezzi and Robin Calote to send out email asking VC staff what professional development training they want and Sharon will follow up
* Gwen encourage committee members to attend the California Community Colleges Chancellor’s Office’s Maintaining a Quality Distance Education Program webinarDecember 10, 2012, 9:00 AM – 12:00 PM, CCC Confer
* Fall Flex Week Calendar will be send out in March
* Next meeting review previous professional development calendar and discuss in January 2013 meeting
* Next meeting on Thursday, January 31 at 3 pm in MCW 312