**VENTURA COLLEGE**

**Minutes of the Professional Development Meeting**

**Date: March 10, 2014**

**Present:** Gwendolyn Huddleston, Ayanna Gaines, Perry Martin, Peder Nielsen, Andrea Horigan, Ken Drake, Gigi Fiumerodo, Sharon Beynon,

Bill Hart, Eileen Crump

**Recorder:** Eileen Crump

**Minutes:**

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| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| Call to order | Meeting was called to order 2:10 pm |  |  | Gwendolyn Huddleston |
| Active Classroom Furniture | Program Review approved $30,000 for Active Classroom Furniture.  The long classroom tables will be replaced with round tables that can fold in half, have wheels and are stackable.  Gwen received a quote for the furniture.  13 round tables 72 inches for $9391.00  18 round tables 60 inch for $11,000  Gwen will be able to convert several rooms into active classrooms. Possible rooms for active classroom furniture are the MAC, PAC and Science Building.  Gwen will be contacting deans and department chairs to see which rooms they want converted into active classrooms.  The classrooms will be mapped out to determine classroom layout.  There will be enough furniture to convert 3 or 4 rooms into active classrooms. |  |  | Gwendolyn Huddleston |
| Colloquium | The Colloquium subcommittee met to discuss and develop a proposal.  The colloquium is open to faculty and staff who want to give a scholarly presentation. The purpose of the colloquium is to showcase scholarly work, build community and give affirmation to Ventura College staff. The presentations will be between 10 to 15 minutes.  The event is for adults only and no minors. Spouses are welcome to attend. Cocktails and refreshments will be served.  Gwen will ask Patrick Jefferson if Colloquium will be an annual event or semester event.  Patrick Jefferson, Peder Nielsen, and Art Sandford will sent out Colloquium announcements requesting proposals.  Electronic proposals will be submitted to Gwen Huddleston’s office. | Gwen will contact Patrick Jefferson to see how often the colloquium will be held. |  | Gwendolyn Huddleston, Andrea Horigan, Gigi Fiumerodo, Sharon Beynon |
| Fall Flex Week | Greg Gillespie and Patrick Jefferson will give a faculty portfolio training. Faculty on tenure track will be invited.  Mandatory Flex Day Ideas and Workshops:   * Playing games * Awards: Committee needs to decide the award categories. * Olympics style awards * Oscar style awards * Make Your Day Award promoting customer service * Create awards similar to school yearbook awards * New Full-Time Faculty Orientation * New Part-Time Faculty Orientation * Memory Book with photos of campus events * Division meeting (mandatory) * Spirit Day (Spirit Day Awards) * Consider using gym for food and games * Lunch (place food near game area) | Gwen will ask Tim if gym will be available on Mandatory Flex Day.  Committee will bring more ideas to the next meeting. |  | Professional Development Committee |
| New Full Time Faculty Orientation | The New Full-Time Faculty orientation will be two days.  Tom Dalton will take the lead on planning the New Full Time Faculty Orientation. | Sharon Beynon, Tom Dalton and Gwen Huddleston will meet to discuss orientation. |  | Tom Dalton,  Gwendolyn Huddleston, Sharon Beynon |
| New Part-Time Faculty Orientation | Perry Martin and Andrea Horigan will take the lead on planning the New Part-Time Faculty Orientation. They will create a list of what should be discussed. Andrea will ask formal part-time instructors if they want to participate.  The orientation will be two hours. |  |  | Perry Martin, Andrea Horigan |
| New Classified Staff Orientation | Classified Senate will discuss what topics should be covered during the New Classified Staff Orientation.  Classified Orientation will be scheduled the week before Flex Week.  The orientation will be three hours. |  |  | Classified Senate |
| Next meeting | Monday, March 24, 2014 at 2 pm. |  |  | Eileen Crump |
| Adjournment | The meeting was adjourned at 3:00 pm. |  |  | Gwendolyn Huddleston |