

**DRAFT**  
**VENTURA COLLEGE**  
**Minutes of the Professional Development Advisory**  
**Date: Monday, September 24, 2018**

**Present:** Sharon Beynon, Kaela Casey, Tania DeClerck, Gigi Fiumerodo, Jenna Garcia, Chez Harper, Crystal Kallik, Dan Kumpf, Michelle Millea, Matt Moore, Sharon Oxford, Maria Reyes-Sanchez, Felicia Torres, Lynn Wright, Beatriz Zizumbo

**Recorder:** Chez Harper

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting called to order at 2:10 PM			
Welcome & Approval of Previous Meeting Minutes	Minutes from August 2018 approved with corrections.	Add Tania DeClerk to the PD Plan sub-committee.	09-24-18	Chez
Co-Chair Election:	Jenna nominated Sharon Beynon for Faculty co-chair. All seconded, Sharon accepted. Lynn nominated Chez Harper for Classified co-chair. All seconded, Chez accepted.			
Program Review:	<ul style="list-style-type: none"> <li>• Push for software to track FLEX, P.D. involvement – i.e., My Learning Plan</li> <li>• Using software makes reporting to state easier, better tracking of session attendance</li> </ul> <p>Ask for:</p> <ol style="list-style-type: none"> <li>1. Software for FLEX reporting/tracking</li> <li>2. Location – yr. round space for training</li> <li>3. P.D. Director</li> <li>4. Admin Support</li> </ol> <p>Transparency is needed on \$\$\$ spent by other departments on P.D. events</p>	What does EdCode say about tracking? Add as an agenda item for October		

Workshop – Conflict Resolution/Bullying	<p>Must plan for the end of October The directive from the executive team Some trainers are \$5-10K for 2-day repeating event</p> <p>Ideas for presenters:</p> <ul style="list-style-type: none"> <li>• Crucial Conversations company</li> <li>• Ted Prell – is a conflict resolution instructor, former police officer/negotiator</li> <li>• Ask Michael Shanahan for contact at Kaiser</li> <li>• Has VUSD used a specific company since they deal with bullying in K-12?</li> <li>• Who do other CCs use?</li> </ul>			
Diversity in Culture Festival Update:	<p><u>Remind faculty about <b>Alternate Day of Instruction</b></u></p> <ul style="list-style-type: none"> <li>• Dates are April 10-11, 2019</li> <li>• Meetings are 2<sup>nd</sup> Thursday of the month 2:30 – 3:30 in MCE-226. JOIN US!</li> <li>• Survey Monkey</li> </ul>			
January FLEX day: Teaching Men of Color	<ul style="list-style-type: none"> <li>• Advertising</li> <li>• Food Budget</li> <li>• Equity will pay the presenter fee</li> </ul>			
Adjournment	3:02 PM			
Next meeting	October 22, 2018			