

DRAFT

VENTURA COLLEGE

Minutes of the Professional Development Advisory

Date: Monday, September 25, 2017

Present: G. Fiumerodo, S. Friedman, H. Galindo, J. Garcia, J. Garner, B. Hart, G. Khatcherian, D. Kumpf, M. Millea, M. Moore, L. Wright, B. Zizumbo

Recorder: C. Harper

Absent: K. Algiers, D. Bransky, M. Casillas, K. Clark, P. Clinton, E. Crump, T. DeClerck, J. Esquivel, D. Hartman, M. Reyes-Sanchez, C. Salas, P. Yeagley

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	Meeting called to order at 2:04 PM.			
Welcome	Sasha Friedman opened the meeting and welcomed committee members. Introductions of members.			
Approval of previous Meeting Minutes	Sasha motioned to approve minutes. Matt seconded the motion.			
P.D. Plan for the Year P.D. Budget Request Based on Plan	Professional Development Committee needs to write a plan that includes long-range plans. New plan will be done in a sub-group. Needs to be done ASAP so funds can be approved for January Flex. Must create an EXCELLENT plan with strong argument as to why funds are so important and necessary. Plan to be generic – no specifics named. Plan to go to Dave and Damien.	Create sub-group to write plan Sub-group meeting set for October 5 th at 2:30.	ASAP	
Update on Request to Present 2 nd Wednesday Pirate Talks	Pirate Talks not well attended. Sebastian needs to correct the info on Outlook invites. Advertising needs to be descriptive – “Professional Development” needs to appear on promotional materials and advertising.			

<p>Update on Request to Present/2nd Wednesday Pirate Talks (continued)</p>	<p>Spread the word on Pirate Talks to departments and divisions. Matt will put materials in Staff Resource Center.</p> <p>Need posters and postcards. Posters around campus and in all division offices and staff areas.</p> <p>Include the topics on posters and cards (See the Film Festival poster for ideas.)</p> <p>Need to think about Spring presenters for Pirate Talks. Would like to solidify schedule by October meeting.</p> <p>Jenna created form. Need to share campus-wide.</p> <p>Post link on P.D. website.</p>	<p>Contact Cindy about making posters and cards.</p> <p>Email blast link?</p>		<p>Dan (?)</p> <p>Chez</p>
<p>Diversity in Culture Festival</p>	<p>Dates: April 11th – 12th. Possibly dropping to a 1-day event. Awaiting budget.</p> <p>Gigi will host a festival planning meeting on September 7th. Hot topics include presenters/entertainment, budget, 1 or 2-day event?</p> <p>Need to begin spreading the word on the "Alternate Day of Instruction" and encourage students to attend. Gigi to send Dan a "Save the Date" so Cindy can send to All-Users allowing faculty to plan accordingly.</p> <p>Students attend events with assignments. Instructors combine instruction with speakers.</p> <p>When creating budget/plan consider: Festival is really a student-centered event so it's not really Professional Development. Diversity funds cover the festival and a couple other events. Need to discuss how much of festival is under P.D. or if festival is its own separate thing.</p>	<p>All-Users email to "Save the Date".</p>	<p>ASAP</p>	<p>Gigi Dan Cindy</p>
<p>Flex Days</p>	<p>No new ideas generated during the sub-committee meeting.</p> <p>P.D. team – send new ideas to the committee.</p>			

	<p>Should we plan one large event or a bunch of speakers?</p> <p>Must discuss plan for the year and things to do.</p> <p>IDEAS:</p> <ol style="list-style-type: none"> 1. Have a large one-day event 2. Offer one-day event of local activities 3. Still looking into Captivating Companies 			
Budget	<p>Per Dan, we have \$12,000 approved. Currently have approx. \$11,000 available. Used approximately \$1,000 on August FLEX.</p>			
Captivating Companies	<p>Need to call and follow up.</p>	Inquiry via telephone		Dan
Instructional Design	<p>Please talk with Matt if you have any ideas/classes you would like to see offered.</p> <p>New software from OEI that more people need to use.</p> <p>Two things happening in October:</p> <ol style="list-style-type: none"> 1. October 20th: Zero Textbooks/OER at the DAC 2. October 27th: Training & Tours at O.C. <p>Send Matt and Sharon anything you want posted.</p>			
Lunch & Learn	<p>Group consensus: These monthly gatherings need to be run through Professional Development.</p>			
Adjournment	<p>The meeting was adjourned at 3:10 PM</p>			
Next meeting	<p>October 23, 2017</p>			