

**Ventura College Professional Development  
Coordination Council  
Minutes  
Tuesday, January 28, 2020  
2:00-3:00pm  
Sciences Division Conference Room**

Membership

Dan Kumpf  
Felicia Torres  
Matthew Moore  
Kammy Algiers  
Colleen Coffey

Agenda Item	Discussion Notes	Action?	
1. Call to Order	At 2:11pm		
2. Adoption of Agenda			
3. Set future meeting day/time	2nd & 4 <sup>th</sup> Thursdays. Next meeting after today will be 2/13 & 2/27 from 1-2pm. CMC will send Outlook invites to everyone.		
4. Recap 1/3 Flex	Potential uses of Camtasia & Screencasting for staff professionals. Some divisions are using Canvas pages now as well.		
5. Spring Flex	Talking about DE Summit at OC. Could create a Zoom feed. CMC & KA will check with Faculty PD and see what their druthers are.  Discussion of the Friday programming: Discussion of asking Trudy Ariagga to speak on that day (her new book is "Leading While Female." Possible topics: building bridges between CC & K-		

	<p>12, better serving our first-year students; student to teacher relationship, and student to staff relationship.</p> <p>Classified Senate PD: They will also schedule programming for Thurs. Discussion of sharing meal service (Faculty PD was planning on having burritos in a.m. &amp; lunch).</p> <p>Discussion of using Thurs. / Fri. afternoons for DE trainings. Dessert can be served at DE.</p> <p>ASC will be the venue. Faculty have reserved ASC 150 for Thursday. Dan will work with Chez to reserve the other rooms.</p>		
6. Evaluations of PD events – Work with Pamela	<p>Pamela needs 4-6 weeks to prep evaluations.</p> <p>She needs to know the titles of the topics, and a little brief about it. We need to get this to her sooner than later.</p>		
7. End of year Flex report	<p>Each year we have to provide a flex report. Dan will send a copy of what he submitted last year and then we can go from there to create this year's. In short: this is a projection of what we're going to be doing next year.</p>		
8. Diversity Festival	<p>It would be ideal to involve all the PD stakeholders. In particular, we want to involve classified professionals in the activities.</p> <p>FT: They are already talking to Gigi about this.</p>		
9. PD Webpages	<p>Classified has already established a link. Faculty PD needs to update their page (work with Rhonda to get this accomplished).</p> <p>We need to find a way to really increase traffic on those pages so that people are looking there and keeping up on PD events.</p>		

10. Activate app	We need to get people trained on this and using it. We have only like 120 (out of over 1,000) employees that have downloaded it so far. We need to get this word out on this (i.e. on Flex Day).		
11. Faculty/Classified Canvas hub(s) for PD	<p>Discussion about efficacy of using Canvas hubs as a repository for handouts, etc. from PD events. This needs to be discussed at next Faculty PD and/or Academic Senate meetings. Discussion of having link from portal page to individual constituency Canvas pages—no decision, we need to figure out what makes the most sense to users.</p> <p>This discussion will continue at next PDCC.</p>		
12. 4CSD conference – March 4 - 6	This is a PD conference in Claremont. CMC will solicit PD faculty to attend this. Probably will be attendees from GP Stewards group as well.		