Professional Development Committee Meeting Minutes
(GE118)
April 11, 2018
3:30pm – 5:00pm

Present: Judith Bell, Celia Cruz-Johnson, Lamel Harris, Maria Avalos, Dee Davis, Mary Conroy, Heather Jellison

Absent: Chris Trombley-Christen, Phil Crawford

1. Today’s agenda: approved
2. Public Comments: none
3. Discussion/Action
   a. Election of Chair
      i. Lamel suggested we have 2 co-chairs and nominated Celia and Judith
      ii. Committee voted to approve Celia and Judith as co-chairs
   b. Set times and dates of future meetings
      i. Every 2nd and 4th Monday at 3:30 pm was agreed upon by the committee
   c. Follow up on Employee Recognition Ceremony
      i. Dee and Maria have taken care of much of the work
      ii. As the ceremony is during lunch, food will be served
      iii. It was suggested that we not advertise the food
      iv. Lists of longevity, tenure and retirement will be provided and Judith will send out invitations
   b. Follow up on PDD
      i. The agenda is set and will be going out soon
      ii. There were over 100 submissions of alternate plans, so attendance will be lower
      iii. Several last-minute changes were made to the agenda
   c. Applications for Professional Development funds
      i. Discussion of the process
         1. There are 2 documents – the application form and the signature sheet
            a. Question – can the forms be made digital, like the Reprographics form?
            b. Answer – no, there is no electronic signature possible
         2. The signature sheet must be signed by the area dean, VPAA and President for the application to be considered
         3. Recently a dean declined to sign a request
            a. Unusual – this may be the first time this has happened
            b. Question – does the dean need to give an explanation for the denial?
            c. Question – should we have a written procedure for this?
         4. Can the process be made clearer and easier to follow? The committee will discuss this at a later time
      ii. Review of the submitted applications
         1. The committee reviewed applications that were complete and voted on them using the provided rubric
         2. The rubric will be updated by the committee at a later time.
   d. Meeting adjourned at 5:00pm