Professional Development Committee

September 21, 2015

GE118

1:00-2:30

Agenda

Approval of Agenda

Notetaker

Welcome New Members

Fall 2015 Conference Requests

Fall 2015 PDD Assessment Update

Drafts (two files) Assessment Tool via Lime Survey

Planning Spring 2016 (January and March 2016) PDD

Ongoing Workshops & Webinars

Semester Meeting: 9/21; 10/05; 10/19; 11/02; 11/16; 12/07; 12/14 from 1:00-2:30, GE118

Other
Professional Development Committee Meeting Notes

September 21, 2015, GE118 1:00-2:30

Present: Maria Avalos, Celia Cruz-Johnson, Bunnie Rose, Heather Jellison, Sandra Gonzalez, Claudia Amador (ex-officio)

Agenda

Approval of Agenda

Notetaker- Heather Jellison was the notetaker.

Welcome New Members

Fall 2015 Conference Requests- None submitted for this meeting.

Fall 2015 PDD Assessment- Committee members made editing suggestions for the lime survey. The assessment will be done with two different surveys. One will be for questions related to Thursday and a different for Friday’s activities. It will be emailed to college employees using a Token Badge created by David Lo in ITSS.

Planning Spring 2016 (January and March 2016) PDD- The committee discussed that the cost for the two days of fall 2015 professional development days costs was approximately $12 thousand. The cost would be split between the budget for the President’s Office and the Office of Academic Affairs. The committee concluded it was a large amount and suggested to have continental breakfast and already boxed lunches for the upcoming Spring 2016. Celia will share this with the president.

Bunnie reminded the committee members that the April 2016 was the Alternate Day Plan for faculty. There was discussion of how the alternate day plans were completed and approved. It was suggested to invite Dean Kimura (Chair of the PRC subcommittee) to share how the Alternate Day Plans are

Ongoing Workshops & Webinars- Celia shared that there are opportunities to offer webinars. The are some free academic webinars; however, mot have a fee. Bunnie suggested to coordinate a webinar from CalPers and STRS for the next PDD. Celia will follow up on this.

Semester Meeting Schedule- The meetings will be held on the following dates: 9/21; 10/05; 10/19; 11/02; 11/16; 12/07; 12/14 from 1:00-2:30 in GE118. An Outlook calendar reminder will be sent.

Other-None
Professional Development Committee

October 5, 2015, GE118, 1:00-2:30

Agenda

Approval of Agenda

Review Minutes form Sept 21, 2015

Notetaker (Thank you Heather.)

Welcome New Members: Dean Harris, C. Heimler,

Fall 2015 Conference Requests

Fall 2015 PDD Assessment Update

Drafts (two files) Assessment Tool via Lime Survey

Professional Development Plan

Ongoing Workshops & Webinars

Other

Semester Meeting: 10/05; 10/19; 11/02; 11/16; 12/07; 12/14 from 1:00-2:30, GE118
Professional Development Committee Meeting Notes

October 5, 2015, GE118, 1:00-2:30

Present: Heather Jellison, Maria Avalos, Celia Cruz-Johnson, Claudia Amador (ex-officio), Duncan Graham

Agenda

Approval of Agenda- Agenda was approved

Review Meeting Notes Sept 21, 2015- Meeting notes were reviewed.

Notetaker

Welcome New Members: Lamel Harris, Dean of Kinesiology and Wellness and Charles Heimler, English Instructor. Charles will serve this semester, but will be on sabbatical in Spring. There is still the need of an additional faculty member should be recruited. The committee charge requires 4 faculty members.

Fall 2015 Conference Requests- none

Fall 2015 PDD Assessment Update – Posted to next meeting.

Professional Development Plan- Dr. Trapp (EMP consultant) emailed C Cruz-Johnson three different samples of other professional development plans. The committee decided to adopt elements from each one but create a condensed version for SJCC’s plan. Claudia will compile the information discussed at the meeting as a draft of the plan and will be discussed at the future meetings.

Ongoing Workshops & Webinars- Posted to next meeting.

Other- Celia shared that VP Graham requested a Professional Development Application for Perkins funding. She also created a chart that explains the different professional development opportunities on campus: Perkins, Basic Skills Initiative, Professional Development Committee, and President’s Matching Funds. The chart was placed on the college website along with the applications mentioned earlier.

Semester Meeting: 10/19; 11/02; 11/16; 12/07; 12/14 from 1:00-2:30, GE118
Professional Development Committee

October 19, 2015, GE118, 1:00-2:30

Agenda

Approval of Agenda

Review Meeting Notes from October 5, 2015

Notetaker

Welcome New Members: Charles Heimler

Professional Recognition Committee Awards, Dr. Kimura

Fall 2015 Conference Requests

Jose Cabrera, $500 SACNAS Conference, President’s Matching Funds

Fall 2015 PDD Assessment Update

(two files) Assessment Tool via Lime Survey

Completed Surveys for Thursday and Friday

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Professional Development Plan Continued Discussion

Ongoing Workshops & Webinars

Topics & Suggestions

Other

Semester Meeting: 11/02; 11/16; 12/07; 12/14 from 1:00-2:30, GE118
Professional Development Committee Meeting Notes

October 19, 2015, GE118, 1:00-2:30

Present: Celia Cruz-Johnson, Heather Jellison, Maria Avalos, Claudia Amador (ex-Officio) (Not a quorum)

Absent: Charles Heimler, Lamel Harris, Duncan Graham, Bunnie Rose, Sandra Gonzalez

Agenda

Approval of Agenda- One addition was made to the agenda. (1) Add Comprehensive Standing Committee Report, (2) Nov 6th CAC Meeting.

Review Meeting Notes from October 5, 2015- No changes were made.

Notetaker - None

Welcome New Members and Guests: Charles Heimler (He had an excused absence; he needed to evaluate an adjunct faculty.) Dean Keiko Kimura was present.

Professional Recognition Committee Awards, Dr. Kimura chairs the Professional Improvement Committee, a subcommittee of the PRC. This committee meets once a year and reviews the Alternate Plans submitted by faculty. Dean Kimura shared that there is a Stipend Activity Payment for faculty who have reached Step 19. This activity is Appendix K of the Faculty Contract Agreement and relates to Article 10 (10.2.1. She also stated that the Alternate Plan relates to Article 11.7 (page 59 of the Faculty Contract). This form is for faculty to complete for 6 hours of a PDD they don’t attend. Attendance to a conference, workshop or develop of curriculum count for these hours. There isn’t a specific due date to turn them in. Barbara Hanfling sends out the form to all faculty. They have to complete it and submitted to their dean for signature. Dean Kimura stated that on a yearly basis approximately 10-15 faculty per division complete the form.

Fall 2015 Conference Requests- Jose Cabrera, submitted a request for $500 to attend the SACNAS Conference; he is also seeking President’s Matching Funds. The committee members reviewed the application and voted. Celia will submit it to the President’s Office for their review. Celia will notify Dr. Cabrera of the committee’s decision.

Fall 2015 PDD Assessment Update- Celia stated that the survey is still open. Employees have received the original invitation and a reminder; however, the responses are low in numbers. The committee discussed a few problems with how the survey is being sent. The problems are beyond the creator’s control. The survey requires that the batch of recipients is created by ITSS. This batch includes hourly student employees, employees who didn’t attend, and employee’s personal email addresses. Celia has received some calls from employees asking why she send the document to their personal email address. She has explained that it is beyond her control.

Assessment Tool via Lime Survey, Completed Surveys for Thursday and Friday as of 10/19/15.
Professional Development Plan Discussion- The committee received copies of three different professional development plan. They have been asked to identifying subjects that they would like to be included in the SJCC Professional Development Plan.

Ongoing Workshops & Webinars- Item was postponed until next meeting.

Topics & Suggestions- Item was postponed until next meeting.

Other

Celia distributed the Comprehensive Standing Committee Report that the committee had completed and submitted to Strategic Planning.

The committee has been invited to attend the Nov 6th CAC Meeting to share how the committee is doing.

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Semester Meeting: 11/02; 11/16; 12/07; 12/14 from 1:00-2:30, GE118
Professional Development Committee  Meeting Notes
November 2, 2015    GE118  1:00-2:30

Agenda

Approval of Agenda.

Review Meeting Notes from October 19, 2015.

Notetaker-

Welcome New Members:

Fall 2015 Conference Requests

  Debbie Huntze-Rooney applied for $550 for the Fast-Pitching Conference was approved.

Fall 2015 PDD Assessment Update  (two files)

  Completed Surveys for Thursday and Friday 10/19/15

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  Completed 11/02/15

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Professional Development Plan Continued Discussion-

Ongoing Workshops & Webinars-

  Topics & Suggestions

Other-
Professional Development Committee Meeting Notes

November 2, 2015 GE118 1:00-2:30

Present: Maria Avalos, Claudia Amador (ex-officio) Charles Heimler, Lamel Harris, Heather Jellison, Celia Cruz-Johnson

Absent: Sandra Gonzalez, Bunnie Rose, Duncan Graham

Agenda

Approval of Agenda- Agenda was approved. Two additions for the agenda were made: (1) review and revise the rubric for Professional Development Funding Application, (2) possible suggestions to improve attendance to activities/workshops


Notetaker- Claudia volunteered.

Welcome New Members: Charles Heimler is our newest member. We still need additional members; the committee has a membership of 4 faculty. Celia will email the Academic Senate for them to place the call seeking faculty volunteers.

Fall 2015 Conference Requests

Debbie Huntze-Rooney applied for $550 for the Fast-Pitching Conference; the committee approved the request. It will be forwarded to the President’s Office, for the applicant expressed interest in the President’s Matching Funds. Celia will notify the applicant of the award and will follow up with President’s Office.

Fall 2015 PDD Assessment Update (two files) The Assessment Tool was created via Lime Survey- The committee discussed the amount of surveys submitted. At a future meeting that will review the comments submitted in the surveys.

Completed Surveys by 10/19/15

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Completed Surveys by 11/02/15

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Professional Development Plan: The committee received draft #1 of the document and continued the discussion. The committee made additional comments and suggestions. A revised document will be brought and discussed on the Nov 16th meeting. Celia suggested that the committee should try to get a copy to the Academic Senate in December.

Ongoing Workshops & Webinars: Celia said that announcements are sent out informing the college employees of the offering, but attendance needs improvement.

Topics & Suggestions: Charles suggested that we award certificates to those who attend 5 or more workshops.

Other:

Maria Avalos stated that a motion is in progress to start up a Classified Senate. This month they will send e-mails to classified employees to inform what it is and what the requirements are. She added that there should be a breakout session during the Jan 29, 2016 PDD. "Duncan and the President support it. January will find out if it gets accepted.”

In regards to the goals, it was suggested that one of our goals should be added as an item to the agenda; this will remind the committee of the work that needs to be completed. Committee agreed on the suggestion.

Celia is presenting at the November 6th College Advisory Committee meeting. She asked for any volunteers to help College Advisory Council Comprehensive Participatory Standing Committee Reports (see next page) and design a powerpoint for the presentation.

It was suggested to make the following changes to the Rubric for Professional Development Funding Application: (1) title: Rubric for Professional Development Funding Application, (2) Add a line for “Applicant previously received funding and complied with sharing requirements? Yes? No? Verified?” Celia will update the form and print them. The forms will be placed in the bookcase in the Professional Development Center.
The form is as follows:

**Semester Meetings:** 11/16; 12/07; 12/14 from 1:00-2:30, GE118
Agenda

Approval of Agenda

Review Meeting Notes from November 2, 2015

Notetaker

Fall 2015 Conference Requests: Rachel Hagan, $500, MBTI Training Course

Discussion Fall 2015 PDD Assessment Update (two files) Assessment Tool via Lime Survey

Professional Development Plan Continued Discussion

Ongoing Workshops & Webinars

Topics & Suggestions

Spring 2016 PDD

Suggestions: STRS, Safety, PERS

Across the disciplines conversation about SLOS

Other

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<th>Professional Development Committee 2015-16 Goals</th>
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<td>Goal 1: Establish attainable goals. (Include area that demonstrates SLO professional responsibility.)</td>
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<td>Goal 2: Evaluate the procedures.</td>
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<td>Goal 3: Review committee charge and establish attendance procedure and align with mission.</td>
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<td>Goal 4: Establish a 2015-16 planning calendar.</td>
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<td>Goal 5: Draft and develop a professional development plan.</td>
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<td>Goal 6: Review and revise rubric for awards.</td>
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<td>Goal 7: Revise the application form to reflect limit on amount of attendees to one conference.</td>
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<td>Goal 8: Identify new form to gather employee responses/assessment.</td>
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Professional Development Committee Meeting Notes

November 16, 2015 GE118, 1:00-2:30

Agenda

Present: Claudia Amador (ex-officio), Bunnie Rose, Maria Avalos, Celia Cruz-Johnson, Heather Jellison, Charles Heimler

Absent: Lamel Harris, Duncan Graham, Sandra Gonzalez

Approval of Agenda

Review Meeting Notes from November 2, 2015: Corrections for notes: “Maria stated that classified employees sent a letter to Sacramento expressing their interest in starting a Classified Senate at SJCC. They are waiting for a response.”

Notetaker-Celia.

Fall 2015 Conference Request: Rachel Hagan, $500, MBTI Training Course – committee members were asked to vote on this conference request. No Matching funds were not applied for. Celia will email applicant the committee’s decision.

Discussion Fall 2015 PDD Assessment Update (two files) Assessment Tool via Lime Survey – Reviewed comments made by faculty on Fall PDD. Committee members received a of the comments section of the Fall 2015 PDD Assessment Survey.

Professional Development Plan Continued Discussion – The committee members made several comments and suggestions. Claudia will tweak the document and will send a scanned copy to Celia to distribute to PD committee and receive feedback.

Ongoing Workshops & Webinars – A follow up discussion from our last meeting is to send a 1 question survey to employees asking on which professional development opportunity they have participates, for example if they have attended seminars or workshops, etc. It is important to include a little description of the purpose of the survey.

Topics & Suggestions – CALSTRS workshop can be offered to come to SJCC only if we can get 35 people, minimum, to attend. Bunnie commented that she is always receiving questions about CALSTRS and she believes getting 35 people is no problem. This presentation has been given in the past; she will look for the sign-in sheets to see how many people attended the presentation. Bunnie added that STRS also gives webinars.

Spring 2016 Professional Development Day (January 29, 2016) – The conversation will continue at our next meeting in December 7 to plan for spring PDD. Celia is meeting with President Breland on December 7 to discuss PDD.
There is only $8,000 left on the Professional Development account to cover food expenses for two other PDDs, the Holiday Celebration, and the Employee Recognition Night.

Suggestions for Workshops and Breakout Sessions:

STRS, Safety, PERS

Across the disciplines conversation about SLOs Have faculty explain how they look at SLO data and how they close the loop in SLO assessment.

Student panel – Experience as a SJCC students, a conversation went around to consider taking the guest speaker out of the professional development days because some members might not see the benefit in coming to listen to a motivational speaker.

Getting to know our student- Perhaps we can pull out data and we can have a workshop on getting to know our students. It is important to get to know our student population.

Moodle to Canvas – transitioning from Moodle to canvas. Charles suggested to least design a plan if the transition has not been official yet.

Understanding the classified contract! Personal Necessity, Sick Time, Sabbatical- Contac Elaine Luna for this

Requirement for Green sheets

Faculty responsibility in an emergency

Networking breakfast

Working with disruptive students

Profiles of the SJCC students (Joyce can extract data and share it.) Share zip codes, BOGG, 1st Generation, Somali Refugees, Other possible refugees. Predict possible next wave of refugees.

Intake process of new students (Contact A/R for this.)

Other

Goal 6: Review and revise rubric for awards – Add to the rubric something that asks if they have fulfilled the requirements upon return of the conference.
Professional Development Committee

December 7, 2015    GE118  1:00-2:30

Agenda

Approval of Agenda

Review Meeting Notes from November 16, 2015

Notetaker

Fall 2015 Conference Requests: None

Holiday Social

   **Agenda** 11:30- 12:00 Ice Breaker Bingo Game (Playing cards on tables)- Maria Avalos; 12:00 Greetings/Welcome by President Bingo Winners; 12:15 Crazy Sweater and Office Decorating Contests Winners;  12:15-1:00 Meal & Socializing

Food

   Set Up (Custodial, Linens, Tech-music, sounds system)

EOPS & CARE Donations’ Table

Spring 2016 PDD

   **Suggestions** : STRS, Safety, PERS, Classified Senate Update, Understanding Classified Contract –E Luna, Moodle to Canvas, Intake Process for New Students, TracDat, Steps of an Assessments, Closing the Loop in SLO Assessments, Student Panel, Finance Committee/Budget Allocation, Dealing with Disruptive Students

   STRS Webinar

   (Forwarded Email from EVC about Free CPR training during the month of December.)

   Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop

Discussion Fall 2015 PDD Assessment Update (two files) Assessment Tool via Lime Survey

Professional Development Plan Continued (Discussion deferred for 12/14 meeting.)

Ongoing Workshops & Webinars

   Topics & Suggestions

Other
Professional Development Committee Meeting Notes

December 7, 2015    GE118,  1:00-2:30

Present: Claudia Amador (ex-officio), Celia Cruz-Johnson, Maria Avalos, Bunnie Rose, Lame Harris

Guest: Joe Andrade, Facilities Manager

Agenda

Approval of Agenda- No changes were made.

Meeting Notes from November 16, 2015- Notes were reviewed and no changes were made.

Notetaker- Celia took notes.

Fall 2015 Conference Requests: None were received.

Holiday Social Update- Celia met with President Breland and shared their conversation. He would like to host two contest: crazy sweater and office decoration. Winners of the sweater contest will get gift card and the winners of the office decoration contest will receive a pizza luncheon. Judy will recruit a student judge to help select the contest winners.

The Agenda for the social event is as follow: 11:30- 12:00-Ice Breaker Bingo Game (Playing cards on tables)- Lamel Harris will coordinate it; 12:00-Greetings/Welcome by President; Bingo Winners; 12:15-Crazy Sweater and Office Decorating Contests Winners; 12:15-1:00 Meal & Socializing.

Claudia ordered multicultural hors d’oeuvres from Fresh and Natural. Per Claudia, the menu will include veggie rolls, veggie platter, hot cider, spa water, hot chocolate, California rolls, tamales, and chicken wings.

Joe shared that they have received the Set Up Request; 20 tables with 10 chairs each. The linens have been ordered and will be delivered the day of the event. Campus Tech Support also received Work Request for music and PA sound system.

At the holiday social, there should be a donation table for the EOPS & CARE Gift Drive; Celia will contact EOPS and send out an invitation to the college employees to bring their wrapped gifts.

Spring 2016 PDD

Suggestions: STRS, Safety, PERS, Classified Senate Update, Understanding Classified Contract –E Luna, Moodle to Canvas, Intake Process for New Students, TracDat, Steps of an Assessments, Closing the Loop in SLO Assessments, Student Panel, Finance Committee/Budget Allocation, Dealing with Disruptive Students; Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop

STRS Webinar-Postponed for the April 8th PDD. The focus should be Accreditation.
Celia shared that President Breland would like to have student panel as the one for the Principal’s Breakfast. Celia needs to contact Blake about this. There is also the inclusion of division and department meetings to discuss SLOs, Program Review, GE SLOs.

**Discussion Fall 2015 PDD Assessment Update**- The committee reviewed the Fall 2015 assessment tool results to see what other topics were being recommended by employees. No additional topics were identified.

**Professional Development Plan** - (Discussion postponed for 12/14 meeting.)

**Ongoing Workshops & Webinars** - (Discussion postponed for 12/14 meeting.)

**Topics & Suggestions** - (Discussion postponed for 12/14 meeting.)

**Other**

Semester Meeting: 12/14 from 1:00-2:30, GE118
Professional Development Committee

December 14, 2015, GE118, 1:00-2:30

Agenda

Approval of Agenda

Notetaker

Fall 2015 Conference Requests: None

Holiday Social Update

Good Food and participation. Gifts and contests

Suggestions for next year

January 29, 2016 PDD & Conversation with Dr. Breland

9:00-11:30- Division and Department Meetings, Breakfast (continental or hot) at individual locations?

2.5 hours for the meeting will result in deliverables and will work on SLOs, PSLOs, Mapping

Spring SLO assessment planning

11”30-3:00-PM Session Main Gym

Pick up warm/boxed lunch when employees arrive in the Main Gym

Budget for lunch ($2,500)

Student Panelists (Best/Practices/Support Services/Special Programs Contact Blake

GE SLO Session with SLOAC

Bob Pacheco General Session & Across the Disciplines conversation led by Bob Pacheco.

No Breakout Sessions in the afternoon.

Other

Semester Meeting: None—Need to organize Spring 2016 meeting
Professional Development Committee Meeting Notes

December 14, 2015, GE118, 1:00-2:30

Agenda

Present: Celia Cruz-Johnson, Claudia Amador, Heather Jellison, Bunnie Rose, Maria Avalos

Approval of Agenda: Agenda was approved; no changes.

Notetaker

Fall 2015 Conference Requests: None

Holiday Social Update

The Holiday Social had a large attendance. The raffle prizes and contest had good participation. It was suggested to take pictures of the winners at next year’s event. Also post the winners on the website. Also avoid the cake; it is messy to serve. It was suggested to order food that will offer servers instead of college employees.

Update on January 29, 2016 PDD

Celia met with President Breland. So far the schedule is as follow:

9:00-11:30- Division and Department Meetings (with continental breakfast); the 2.5 hours for the meeting will result in deliverables and will work on SLOs, PSLOs, Mapping Spring SLO assessment planning

11:30-3:00-PM Session Main Gym- Employees will pick up warm/boxed lunch when employees arrive in the Main Gym. Then hear Student Panelists (Best/Practices/Support Services/Special Programs, GE SLO Session with Bob Pacheco are possibilities. There is a Budget for lunch ($2,500). There won’t be Breakout Sessions in the afternoon.

Claudia wants to know the expected attendance for PDD. It is important to be able to order the correct amount of food.

Celia turned in the CTS, Rental, and Custodial Work Request.

Other: Celia shared the tentative results from the PDD assessment from Lime Survey. All were encouraged to review the list of suggestions.

Semester Meeting: None—Need to organize Spring 2016 meeting; DOODLE to be sent out.