



PROFESSIONAL DEVELOPMENT COMMITTEE

FRIDAY, SEPTEMBER 26, 2014

1:30P.M-3:00 PM

ROOM: C-217

1570 EAST COLORADO BOULEVARD, PASADENA, CALIFORNIA 91106

Members present: Kathy Scott (co-chair), Lynn Wright (co-chair), Manny Perea, Pat Rose, Dave Douglass, Matt Kiaman, Cha Mancini

Guests: Valerie Foster

I. CALL TO ORDER:

Kathy Scott convened the meeting at 1:40PM in C-217 and welcomed everyone.

II. PUBLIC COMMENT

A comment was made on whether the Professional Development Committee is a Brown Act Committee. Several people believe that it is and that agendas, minutes, and public comment need to be included. It was further believed that all committees under the College Council are considered Brown Act Committees. The concern raised in the public comment was that if it is a Brown Act Committee, open and honest dialogue will be limited.

III. INTRODUCTIONS

Committee members introduced themselves. Kathy Scott explained that she would be replacing Terri Hampton as co-chair. Lynn Wright will continue to serve as the faculty co-chair.

Committee members discussed the importance of ensuring that the committee strive to meet the professional development needs of all constituency groups.

IV. BRIEF OVERVIEW OF PROFESSIONAL DEVELOPMENT COMMITTEE

The Academic Senate has a Faculty Professional Development Committee. Classified Senate had a Professional Development Committee, but it was disbanded about ten years ago. At one time, Flex Day was under the purview of HR and many classified members and one faculty member were on it. The Management Handbook provides information on how to apply for Professional Development funds through the Management Association.

Professional Development Policy 6030 entitled *Comprehensive and Coordinated Professional Development Program* was passed by the Academic Senate April 30, 2012 but did not go to College Coordinating Council and was never presented to or passed by the Board.

The Standing Committee for Professional Development has not met for some time.

V. COMMITTEE CHARGE AND FOCUS, MEMBERSHIP, POLICY AND PROCEDURE

Committee members discussed the committee, charge, and focus that appear on the college's website. There was discussion that the website needs updating. The committee then discussed the previously proposed Policy and Procedure 6030. Committee members agreed that the policy as it had been written previously was acceptable as is and should go to the constituency groups for approval.

Committee members then began to review the procedure section. There was agreement that that descriptive paragraph was fine as is:

The Comprehensive Professional Development Committee – will guide the college's comprehensive professional development program and activities in support of the Educational Master Plan. This guidance includes identifying professional learning needs, developing and/or commissioning strategies or activities to add/or commissioning strategies or activities to address needs, determining, criteria to evaluate professional learning proposals, allocating funding for approved activities, and overseeing the evaluation and assessment of professional learning.

Proposed changes were made to the areas of focus, and the areas now reflect the following:

- Ongoing professional learning for classified staff, faculty, and managers
- New employee orientation
- Mentoring
- Career advancement activities
- Learning assessment
- Equity
- State and federally mandated training
- Other college-wide employee training

Proposed changes were also made to the committee membership, with the membership as follows:

1. Co-chair - Associate Vice President of Academic Affairs
2. Co-chair – Chair of the Academic Senate Faculty Development Committee
3. Faculty – Appointed by Academic Senate
4. Faculty – Appointed by the Academic Senate
5. Manager – Appointed by the Management Association
6. Manager – Appointed by the Management Association
7. Classified – Appointed by the Classified Senate
8. Classified – Appointed by the Classified Senate
9. Student – Appointed by the Associated Students
10. Professional Development Coordinator

There was some discussion about the role of APL in terms of the committee membership. It was suggested that the Professional Development Coordinator could be a member of APL and serve in this

role, with release time. There was also discussion about whether the committee needed clerical assistance to help with the paperwork and other related tasks.

There was agreement that there would be an Annual Training Plan, as stipulated in the previously proposed procedure, a professional development calendar, and a process for measurement.

The committee agreed to continue their review of the procedure at the next meeting, which was scheduled for October 10, 2014 from 1:00 – 2:30.

VI. MEETING SCHEDULE FOR YEAR

Committee members agreed to meet every other Friday.

VII. COMMITTEE GOALS – To be discussed at next meeting

VIII. ADJOURNMENT

The meeting adjourned at 3:02PM.