

PROFESSIONAL DEVELOPMENT (PD) STANDING COMMITTEE

PASADENA AREA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

Monday, November 16, 2015 - 1:00 – 2:30 p.m. – LL 311

MINUTES

<u>COMMITTEE MEMBERS PRESENT</u>	<u>COMMITTEE MEMBERS ABSENT</u>
Susan Bower, Co-chair: Appointed by Academic Senate	
Leslie Tirapelle, Professional Development Director	Julie Kiotas, Faculty: Appointed by Academic Senate
Matthew Kiaman, Appointed by Management Association	
Kathy Scott, Co-chair, Assoc. V.P. of Academic Affairs	Mei-Ling Cheng, Appointed by Classified Senate
Theresa Reed, Appointed by Classified Senate	Dave Douglass, Appointed by Management Assoc.
Manny Perea, Faculty: Appointed by Academic Senate	
	OPEN POSITION - Student Representative
<u>GUESTS</u> Iris Maccanico, Cheryl Storms, Richshell Allen, Dave Smith	

I. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 1:10 p.m. by S. Bower.

II. PUBLIC COMMENT ON NON-AGENDA ITEMS

M. Perea asked if the student representative has been appointed yet and if J. Kiotas was still on the committee. K. Scott indicated that the ASB has not provided a student and that J. Kiotas would miss the November and December meetings, but is still on the committee.

(All documents/handouts provided to the Professional Development Standing Committee are posted to the Professional Development site under News & Events <http://www.pasadena.edu/departments/meetings-v2.cfm?Dept=com-prodev>).

III. APPROVAL OF MINUTES

Motion to approve October 19, 2015 minutes 1st T. Reed moved to approve, 2nd M. Perea. The minutes were approved as written.

IV. INFORMATION ITEMS

- Professional Development Program Mission / Goals and 2015-16 Action Items** – L. Tirapelle distributed a draft of the Professional Development Program Mission with Service Outcomes and 15/16 Program Goals for review. Discussion ensued. L. Tirapelle requested written feedback prior to the next meeting to be able to vote on the Program Mission and the PD Standing Committee Mission.

V. FOR DISCUSSION AND CONSULTATION

- Review of Professional Development Standing Committee Mission and Goals** – L. Tirapelle distributed a draft of the Professional Development Standing Committee Annual Goals 2015/2016 and asked the committee for feedback. T. Reed indicated that PD members would take the draft back to their constituent groups for recommendations. M. Perea asked for clarification on #3 “Receive reports regarding professional development activities from constituent groups, and provide feedback to support improvements.” L. Tirapelle indicated that #3 referred to being the centralized forum for constituent groups to report out what professional development is planned and/or is going on across campus.
- Role of the Standing Committee / Development of PD Implementation Group** – L. Tirapelle discussed creating the implementation group, as outlined in the board approved PD procedure, to provide programming recommendations/plans to the PD committee. The implementation group would put the recommendations into action. M. Perea requested details regarding establishing a

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timeline for the implementation workgroup and asked who should be on that group. Strategies to form the group were discussed. Christopher D. West and Melissa Anderson, (currently working on SLOs), were mentioned as possible faculty workgroup members. S. Bower said that they will explore this possibility of building a workgroup.

3. **Needs Assessment Survey** –L. Tirapelle discussed the timeline for the needs assessment, data gathering and report writing. The survey will go to Crystal Kollross for feedback and also go to the Flex Day Committee for possible additions to survey.
4. **Product Review of Professional Development Management Software True North Logic** – An interactive online demonstration was provided by True North Logic. They are currently being used at Cabrillo College.
5. **Other**

VI. FUTURE MEETING DATES

First and Third Monday from 12:30 – 2:00 p.m. (* December 14th replaces December 7th).

VII. ANNOUNCEMENTS

No announcements.

December 14*	February 1
March 7	March 21
April 4	April 18
May 2	May 16

VIII. ADJOURNMENT

The meeting adjourned at 2:35 p.m.

Recorder: JoEllyn McGrath