

**PROFESSIONAL DEVELOPMENT (PD) STANDING COMMITTEE**  
**PASADENA AREA COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING**  
Monday, December 14, 2015 - 1:00 – 2:30 p.m. – Library Terrace Room

**MINUTES**

<b>COMMITTEE MEMBERS PRESENT</b>	<b>COMMITTEE MEMBERS ABSENT</b>
Susan Bower, Co-chair: Appointed by Academic Senate	
Leslie Tirapelle, Professional Development Director	Julie Kiotas, Faculty: Appointed by Academic Senate
Kathy Scott, Co-chair, Assoc. V.P. of Academic Affairs	Matthew Kiaman, Appointed by Management Assoc.
Mei-Ling Cheng, Appointed by Classified Senate	Therese Reed, Appointed by Classified Senate
Manny Perea, Faculty: Appointed by Academic Senate	
Dave Douglass, Appointed by Management Assoc.	OPEN POSITION - Student Representative

**I. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 1:20 p.m. by S. Bower.

**II. PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

(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 November 16, 2015 minutes, 1<sup>st</sup> L. Tirapelle moved to approve, 2<sup>nd</sup> M. Perea.  
Abstentions: D. Douglass and M-L. Cheng.

**IV. INFORMATION ITEMS**

- Spring Faculty Workshops** – S. Bower announced that Sandra Haynes' "Flipping a Lecture Class" was well-received in the fall and a similar seminar would be offered in the spring. For Spring Faculty Workshops M. Perea recommended that some of them occur on Friday afternoon. L. Tirapelle will meet with Charlotte Moore in HR regarding speakers workshops on Diversity and EEO. It was discussed that Julie Kiotas might have a workshop on "Creating a Welcoming Classroom" for faculty. M-L Cheng recommended a seminar dealing with Classified employee / Student conflict and how to deal with crises management. Niki Dixon is sending employees to Disney through an equity grant. Classified workshops might have greater attendance during Spring break. Mei-Ling will take the information back to Classified Senate regarding speakers at Classified Days.
- Needs Assessment Survey** – L. Tirapelle plans to have the survey out by the second week in January so results can be shared at the February PD meeting. There will be an optional question requesting information on staff expertise and willingness to lead workshops and training sessions.

**V. FOR DISCUSSION AND CONSULTATION**

- Replacement of Committee Members** – Academic Senate will replace Manny Perea and Classified Senate will provide a replacement for Cha Mancini. S. Bower will work with ASB to get student involvement on the committee.
- Approval of PD Program Mission** – Approved as written.
- Approval of PD Standing Committee Mission** – Approved as written.
- Development of PD Implementation Workgroup** – K. Scott provided possible candidates for an Implementation Workgroup.
- Development of PD Workshops for Spring 2016** – The calendar and website development were discussed. M.-L. Cheng suggested a shared drive so documentation and information can

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be stored in one accessible location. L. Tirapelle will investigate implementing a shared drive while the master calendar and website are in the planning phase.

### 6. **Other**

### VI. **FUTURE MEETING DATES**

First and Third Monday from 12:30 – 2:00 p.m.

### VII. **ANNOUNCEMENTS**

No announcements.

Feb 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