

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROFESSIONAL DEVELOPMENT STANDING COMMITTEE REGULAR MEETING
Monday, April 4, 2016 - 12:30 – 2:00 p.m. – C-217

***Draft* MINUTES**

COMMITTEE MEMBERS PRESENT	COMMITTEE MEMBERS ABSENT
Susan Bower, Co-chair: Appointed by Academic Senate	
Kathy Scott, Co-chair, Assoc. V.P. of Academic Affairs	Leslie Tirapelle, Professional Development Director
Matthew Kiaman, Appointed by Management Assoc.	Therese Reed, Appointed by Classified Senate
Mei-Ling Cheng, Appointed by Classified Senate	
Julie Kiotas, Faculty: Appointed by Academic Senate	
Dave Douglass, Appointed by Management Assoc.	OPEN POSITIONS - Student Representative
Yajaira De La Paz, Appointed by Classified Senate	
Bucky Bhadha, Appointed by Academic Senate	

- I. Call to Order – 12:40 p.m.
- II. Public Comment on Non-Agenda Items – None.
Susan Bower introduced Bakhtawar (Bucky) Bhadha, newly appointed member to the PD Committee by Academic Senate.
- III. Approval of Minutes – Monday, March 21st, minutes were approved as written.
- IV. FOR DISCUSSION AND CONSULTATION
 1. **PCC PD Budget for 2016/2017** – Next year’s budget is projected to be the same as the 15/16 amount. The committee will discuss annual allocations for programs, conference attendance and services at the May meeting.
 2. **PCC PD Structure for 2016/2017** – In conjunction with the annual budget discussion, the Professional Development Director Position and role of the PD Committee will be further discussed at the May meeting.
 3. **Accreditation Recommendation #6 Follow-up Report Update** – *In order to meet the Standards, the team recommends that the College, through participatory governance, develop and implement a comprehensive, coordinated professional development program for all personnel, regularly assess the effectiveness of the program, and use the assessment results as the basis for continuous improvement.* (Standards III.A.5.a and b). K. Scott mentioned that the follow-up report has gone to shared governance for approval.
 4. **FLEX Advisory Committee for 2016/2017** – S. Bower indicated that Academic Senate has approved the structure for the FLEX Committee and they are in the process of filling the spots on the committee for the fall and spring FLEX Days.
 5. **FLEX Program Design for 2017/2018** – Chafey, Glendale and other community colleges were mentioned as possible examples of programs that PCC could model for a FLEX Program. Providing adjuncts with certificates for participation in PD activities was discussed as well as a “What Every Employee Should Know” series on regularly scheduled days (i.e. every third Wednesday) was recommended.
 6. **Online Resources for 2016/2017** – S. Bower noted that L. Tirapelle planned to provide the link to Grovo. OER seminars will be scheduled.
 7. **PCC PD Programming for 2015/2016** – S. Bower announced that OER seminars are being scheduled.
 8. **PCC PD Programming for 2016/2017** – M.L. Cheng would like to re-implement a recognition program for classified volunteers as well as an orientation program for new classified staff. Ethics workshops will most likely be scheduled in the fall for governance leaders and shared governance committee chairs.
- V. Next Meeting: **Monday, April 18, 2016, 12:30-2:00 PM, C-217.**

VI. Announcements – None.

VII. Adjournment The meeting adjourned at 2:00 p.m.

Recorder: JoEllyn McGrath

COMMITTEE GOALS: Conduct annual needs assessment and report analysis to the college Collaborate with college-wide committees, areas, and constituents to develop events/activities Develop professional development program plans and annual updates Promote professional development opportunities to the campus community Maintain annual professional development web site and calendar Develop and oversee professional development budget.