Professional Development Committee
Meeting Notes

September 25 2013, 3:00 p.m.

I. Review of meeting notes from August 19, 2013
Meeting notes from August 19, 2013 were reviewed and no changes were made.

II. Update on progress toward Rec. 7
Committee members reviewed the draft narrative for Rec. 7. The Board of Trustees will review the narrative at their meeting on October 1, 2013. The review period has closed but minor changes can continue to be made before the October Board meeting.

III. Training Matrix
Committee reviewed the 2012-2013 Training Matrix. This matrix outlines the Strategic Plan, Education Master Plan, and the Annual Plan objectives and notes professional development activities that met each goal.
The purpose of this document is to help us assess which areas need more training so that we can plan accordingly for continued quality improvement.
Trish Blair stated that DSP&S may have a training for the 2013-2014 year which may fit the Strategic Plan goal 5 which didn’t have any related trainings in 2012-2013.
The Professional Development Committee will continue this discussion at the next meeting.

IV. Committee Self-Evaluation for 2012-2013
Committee reviewed the draft evaluation and presented suggested additions and revisions.
Committee member suggested that for 3. e. it could say “Surveys were distributed and the feedback is used to plan future events.”
Committee reviewed the goal for the upcoming year. Committee member suggested rewording the third goal to say “Identify various community members who are experts in their field and who can lead Professional Developments events on campus.”
V. **Program Review Template**

Committee reviewed the Resource Request form which is a part of program review. It does not guarantee that funding requests for professional development will be awarded. The document relates to assessing training trends with planning.

VI. **BP 7160 Professional Development**

BP 7160 Professional Development was reviewed by College Council and sent out for a 30-day constituent review. The Policy will return for approval to send to the Board at the College Council meeting on September 30th.

Committee member suggested changing the first sentence so that it reads, “The Redwoods Community College District recognizes education and planned professional development of employees as essential to the efficient and economical operation of the school system and contributes to an improved instructional program for students.”

VII. **Classified Release Time Report**

Committee reviewed the Classified Release Time Report spreadsheet from Summer of 2010 to Spring of 2013. The purpose of this spreadsheet is to view trends and track if participants are meeting their stated objectives. Committee wants tracking sheet to have more information/follow up to ask more questions…. What would help you achieve your goals, what most interfered with you trying to reach your goals.....

Committee member suggested that a reminder be sent out that Release Time is an option for Staff.

VIII. **Old Business:**

   a. **Continue discussion on review evaluation PDC activity summaries in 2012-2013**

   Committee reviewed the draft PDC activity summary spreadsheet. One committee member suggested using percent amounts instead of tally amounts. Johanna Helzer stated that she would forward a possible excel template that could be used.

   b. **Continue discussion on Manager Professional Development Series**

   Committee discussed the desire to continue the program on a more manageable level for the next series to ensure sustainability.

   c. **Continue discussion of results from 2013 Training Needs Surveys**

   Reviewed results of training needs surveys compared to current training offerings. Agreed to explore more technology topics and diversity topics.

IX. **Committee Check in:**
- **FLEX: Connie Carlson**  
  About half of the flex goal forms have been turned in at this point. Full time faculty are going to be penalized 2.4% (the same as associate faculty) for not turning in their FLEX forms this year.

- **Associate Faculty: Connie Carlson**  
  Associate Faculty development day went really well. Large turnout. In addition to orientation to basic practices, training on assessment and DSPS were well received.

- **DSPS: Trish Blair**  
  Dr. Blair reported training collaboration being developed with County Dept. of Health and Human Services.

**X. Other updates/Comments:**

**XI. Agenda items for next meeting:**

a. Finalize Committee Self-Evaluation for 2012-13

b. Finalize Committee Annual Report