Professional Development Committee
Meeting Notes

August 19, 2013, 9:00 a.m.

I. Review/Introduction of new committee members
   The Committee Chair introduced new committee members.

II. Review of meeting notes from April 11, 2013
   Meeting notes from April 11, 2013 were reviewed and no changes were made.

III. Update on progress toward Rec. 7
    Committee members reviewed the draft strategic plan for College of the Redwoods.
    The Committee Chair asked members to review this document on their own time and present feedback by the end of the week.
    The Committee discussed the draft summary of items to address for the October 15 Accreditation report. The Committee had a discussion regarding the “Actions Taken” section of the report. One Committee member suggested using a large narrative that clearly states all trainings that were offered and clearly stating which strategic plan goals and objectives that the training met. Further discussion ensued regarding how to show the PDC training linkages with the strategic plan, discussed developing a spreadsheet that lists each goal/objective and keeping track of how many trainings are offered in each area. This document could then also be used to determine what types of trainings should be offered in the future.

IV. Committee Self Evaluation for 2012-2013
    The Committee reviewed the 2011-2012 committee assessment form and discussed how they met the outlined goals.
    Committee members agreed that they did a good job meeting the goals this year.
    The Committee Chair asked members what was done to meet the goals outlined in the strategic plan. Committee members asked for more guidance on this topic before they could give feedback. Ahn offered to draft a summary and send it out to the members for review and feedback.
The Committee chair asked members what improvements were made over the year to better reach goals. Committee members stated that the addition of DSPS and the Veterans Services representative make planning more cohesive.

Discussion ensued regarding possible goals for the next year. Some of the suggestions were:

- Create and maintain a spreadsheet that links trainings with the strategic plan
- Research potential Professional Development Partnerships in the area (as well as in the areas of sites and centers).
- Delegate the identification of potential Professional Development opportunities to various community members who do research for the location in which they work.
- Maintain the Leadership Development Institute. (scaled down to a more manageable size)
- Combine FLEX Committee with the Professional Development Committee
- Research ways to improve the Support Staff Summit.
- Research if there is any grant funding available to support Professional Development
- Maintain all the goals from 2012-2013.

Discussion ensued regarding the most efficient way to distribute Professional Development related information. Committee member suggested that there should be a designated person who sends out notifications to staff and faculty about trainings. Teresa Daigneault volunteered to be the person who sorts through all training possibilities and sends out the best quality low cost options.

Discussed group assessment. Ahn Fielding will send out an updated draft of the group assessment form for committee members to review before providing feedback to finalize assessment.

V. Upcoming Convocation Schedule – trainings

The Committee discussed the Technology Tips and Tricks training session that is scheduled during Convocation.

VI. Statewide Academic Senate assessment of Chancellor’s Office Professional Dev. Committee
The Committee Chair passed out a PDF Document assessing the possible changes and potential challenges with the recommendations from the Chancellor’s Office Professional Development Committee.

VII. Old Business:
   a. Reviewed evaluation summaries on PDC activities in 2012-2013
   b. Discussed Manager Professional Development Series
   c. Continued discussion of results from 2013 Training Needs Surveys

VIII. Committee Check in:
   - **FLEX: Connie Carlson**
     FLEX is not going electronic. They will meet later this month to discuss their goals. IEC has discussed making FLEX a subcommittee of the Professional Development Committee. Council member suggested informing the IEC that the Professional Development Committee is supportive of that decision.
   - **Associate Faculty: Connie Carlson**
     Associate faculty training day September 7.
   - **Faculty Development (Senate Subcommittee): Kerry Mayer**
     Professional development funds will be available this year. Faculty will submit their requests will be sent in the third week of September. The amount of money allocated has been approved by the Senate.
   - **Distance Ed: Thomas Ehret** – not able to attend this meeting
   - **Community Ed: Julia Peterson**
     Community Ed will be moving CE office and classrooms over Labor Day weekend. There will be free parking for students and the center will be open during Arts Alive in Eureka. Community Ed does plan on having a Grand Opening – more information on that will come later.
   - **Veterans: Crystal Morse** – not able to attend this meeting
   - **DSPS: Trish Blair**
     There will be a mandatory Office for Civil Rights Training on hearing impairments and deaf and hard of hearing. The training will be on Thursday – location TBA. Accessible Pathways and signage is still a concern.
     There will be an Accessibility Orientation the first three weeks of school.
Humboldt County Mental Health set up coordinated mental health on campus which led to the Suicide Prevention Training. They are currently in negotiations to set up a regular mental health training on campus for anyone to attend. DSPS would like to set up a depression screening day for students conducted by the Nursing students.

IX. Other updates/Comments:

X. Agenda items for next meeting:

Planning for the year – look retrospectively at trainings and how they tied into mission and strategic plan.