Professional Development Committee
Thursday, April 1, 2010
3:00 to 4:30 pm
SSA-227 Conference Room
MEETING MINUTES

Committee Members:

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I. Approval of Minutes
a. Minutes from 3-11-10 approved via email.

II. Health & Wellness Walk-a-thon Update. Trisha advised that registration is complete for the walk-a-thon; we have forty-nine participants; eighteen runners and thirty-one walkers; sixteen staff, five spouses, eight faculty plus two others and eighteen students. We will need spotters to monitor the participants to make sure they complete the correct number of laps around the track. The bookstore is allowing us to use the horses to post our directional arrows along the route. Three water stations will be set up at each of the mile marks.

a. Raffle Tickets. Because Alisa did such a great job of soliciting donations for raffle prizes, Trisha asked if we should start selling tickets to the campus with the stipulation that winners do not have to be present to win, or should we just sell them on the day of the event. She feels we can make more money by selling to the campus since we have so many raffle prizes. Trisha, Alisa, Donna, Cathy and Erik volunteered to sell tickets on campus. Also, Trisha advised that we need to make a decision on how many winners we want to designate. The committee agreed to have a prizes for first place runner, first place walker and first and second place for most donations collected. Trisha will order extra snack meals for the volunteers and ordered two hundred eighty-eight shirts.

III. Health & Wellness Fair Schedule of Events Update. Angie advised that all the arrangements have been made for the fair. We have twenty-nine vendors confirmed for the fair. Frank confirmed that the mat for the gym floor is on its way. Angie asked for volunteers to help clean up after the fair. Trisha, Angie, Erik and Jackie volunteered to help with clean up. It was suggested that Dr. Shannon make the presentation of awards to the Biggest Waist Away winners.

IV. Professional Development Orientation Website. Alisa shared an email from Grace about the Orientation website. Grace advised that the Orientation website page is getting too cluttered and suggested that it be split into three different pages, one for orientation, one for services and one for charitable donations. The committee consensus is in agreement to split the website page into three pages. Roni will coordinate with Grace. Laura advised that she has received very positive feedback on the website.

V. Fall Flex 2010 Planning. We previously discussed moving away from a guest speaker platform to something more celebratory and a morale booster. Laura made the suggestion of doing a “Celebrate the Stars” theme. She got some suggestions and created surveys through Survey Monkey and once we have reviewed and approved them she can send them out. Different surveys will be sent out to the different groups so there will be four different surveys; one for Classified Professionals, Faculty, Administration and one for the Curriculum Committee. Categories are: Outstanding Performance in an Instructional role, Outstanding Performance in Supporting Students by faculty and by classified; Best Curriculum Writing; Most Inspiring Colleague, Outstanding Performance in an Adjunct role and Outstanding Performance in Classified Professional role and Administrative role.
a. Theme for Flex. The committee came to a consensus for the flex theme, “Celebrate the Stars”.

b. Distance Education Strand. Laura advised that she talked with Carol, Terri, and Kim and Fall Flex will have the DE strand. She also suggested that we have an SLO strand. Laura introduced Palomar College’s Professional Development schedule that she obtained from Lori Waite and advised the committee that the Board will be approving the purchase of EduStream. EduStream is a repository for video and audio artifacts that allows you to implement those into our online environment. We will also be able to move library materials onto EduStream so that they are immediately available as well as have the ability to access other college’s video repositories. With this program Laura would like to develop some online modules and link to some EduStream materials for people to do more on-demand professional development. So rather than just the course we have that Vera facilitates each flex, we have other materials for professional development. Laura stated that she is getting more requests for on-demand professional development. We can also add an assessment tool and a discussion board format. The Palomar schedule will give everyone an idea of what we can provide for the college in the near future. Laura mentioned that Human Resources is working with a vendor to customize an on-demand Sexual Harassment Prevention Training program for the college that will save time and money. Laura also mentioned that Palomar required faculty to provide a plan of flex activities they would be participating in during the year. These are all options that we can look at and tailor to our needs as we start the process of creating on-demand professional development activities. Laura did clarify that EduStream will be a link to video content but reside in a course management site, Moodle. As discussed and agreed, Flex will consist of one day for Convocation and the luncheon; the second day for school and department meetings and the third day for DE and SLO activities.

c. Veteran’s Awareness Program. The committee previously discussed incorporating the Veteran’s Awareness Program into the school/department meetings to ensure that everyone is aware of the program.

Trisha thanked Professional Development for sponsoring the Strengths Quest workshop during Classified Appreciation Week. She said she received a lot of positive feedback on the workshop.

VI. Adjournment. The committee adjourned at 4:11 pm. We will reconvene at 3:00 pm on April 29, 2010.