Professional Development Committee
Thursday, May 5, 2011
3:00 to 4:30 pm
SSA-227 Conference Room
MEETING MINUTES

Committee Members:

<table>
<thead>
<tr>
<th>T. Albertsen</th>
<th>P. DeVries</th>
<th>G. Keith-Gibson</th>
<th>L. Hope</th>
<th>A. Horton</th>
<th>E. Jacobson</th>
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<td>A. Meunier</td>
<td>B. Monks</td>
<td>K. Noseworthy</td>
<td>J. Osgood</td>
<td>R. Osifeso</td>
<td>F. Pinkerton</td>
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<td>E. Rose</td>
<td>J. Song</td>
<td>D. Walker</td>
<td>J. Wall</td>
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I. Approval of Minutes
   a. Minutes from April 7, 2011 were approved via email.

II. Health & Wellness Week and Fair Wrap Up.
   a. Walk/Run Event. Angie advised that the Walk/Run event was very successful this year; there were 94 registered walkers and runners compared to last year’s total of 40 registered. Alisa did a great job on coordinating this event. It was recommended that we increase the registration fee next year to $25.00. Total expenses, $1035.46; total income generated, $5204.59; net profit of $4,169.13. The funds will be used to support professional growth activities for Classified, emergency book grants and the Faculty Success Center. Alisa announced that she will be leaving the committee this year to join Classified Senate. The committee thanked Alisa for her participation and dedication to Professional Department and wished her success in her new assignment.
   b. Health Fair. Angie advised that this year’s Health Fair was poorly attended. We only had about 18 vendors participating and 89 faculty and staff that actually attended the fair. After discussion, Laura stated that at this time we are all doing so much more in terms of our jobs, that maybe it’s time to do something different for Health & Wellness week. Laura advised that if we are all in agreement, she would talk with Dr. Shannon about taking a hiatus from the fair but continue with the walk/run event, cooking contest, video/question contest and schedule workshops throughout the week. The committee was in agreement, so Laura will discuss with Dr. Shannon.
   c. Healthy Cooking Contest – Winners. There were five people who participated in the cooking contest. The winners were Monica Han, 1st place and Theresa Rees, 2nd place.
   d. Video Question Contest – Winner. We had good participation for this first-time contest despite the technical issues we encountered. PD plans to have this contest again next year. This year’s winner was Laura Yin, Library.
   e. Workshops. This year’s workshops were, for the most part, well attended. The most popular was the Self Defense workshop that received excellent reviews. The committee agreed to have more offerings next year.

III. Fall Flex 2011. Listed below is the tentative Fall Flex schedule.
   a. Guest Speaker – Dr. Shane Lopez
   b. Workshops
      i. Teaching Critical Thinking: Understanding the Differences between Science and Religion - Marc Meyer
      ii. Teaching Approaches/Adaptations/Strategies for Teaching Accelerated Learning Courses - Cindy Walker
      iii. Ethics Across the Curriculum - Ryan Falcioni and Barbara King
      iv. Supplemental Instruction - Robin Witt
      v. Making Hope Teachable - Dr. Shane Lopez
      vi. Learning to Learn - Eva Rose and Cindy Walker
vii. SLO Assessment on Critical Thinking (Closing the Loop) - Marie Boyd and Tom Vitzelio  
viii. Moodle Workshop - Terri Helfand and Kim Noseworthy  
ix. Distance Education Practices: How to Keep Connected with Online Students – Showcasing Best Practices Panel Discussion  
x. 508 Compliance as Related to Distance Education – William Miller  
xi. Online Activity for Adjuncts  
xii. SmarThinking Demonstration – Laura Hope

IV. Distance Education Mentors. Laura advised the committee that under the new faculty contract, Article 19.3, it has been stipulated that one to four faculty mentors shall be assigned on a voluntary basis as faculty mentors for instructors teaching Distance Education. Since this falls somewhat under the auspices of Professional Development and Distance Education, Laura wanted to alert the committee to this clause. Laura also advised that she and Sherrie will decide how many will be hired, between one and four, and she also assumed they would be hired as FOSA. Donna asked how they will determine the number to hire and Laura stated that it will be dependent on how much money the Vice President has to give her toward this project. Laura stated that Distance Education does not have this money so that means the District is providing the money for it and she doesn’t know how much money has been earmarked. There is nothing in the faculty contract that states how people will be selected, what criteria will be used for the position, what job duties they will have, etc. Laura stated that the committee posed many valid questions that will have to be answered before they could even begin the process of hiring for the positions.

V. Tri-Chairs and Committee Members. Angie advised that most of the committee member’s terms, both faculty and classified, are expiring this year and she wanted to know who is interested in remaining on the committee. All committee members were interested in returning, so Donna will bring faculty names forward at Faculty Senate for approval. Angie will forward classified names to Classified Senate for approval. The committee agreed to put out a call for additional committee members for next year.

VI. Meeting Schedule for 2011-2012. The committee agreed to revise the meeting schedule to one meeting per month rather than two meetings per month. The meetings will remain on Thursday, 3:00-4:30pm. Angie will work on the schedule and forward to the committee for approval.

VII. Floor Items. Gail Keith-Gibson hosted a workshop on Unemployment Information for Adjuncts at the Faculty Success Center. Gail stated that the workshop was very well received and that adjunct faculty appreciated the important information that was disseminated including diversifying such as tutoring. Gail also posted the information on the adjunct website for anyone not able to attend.

VIII. Adjournment. The meeting adjourned at 4:13pm.