1. **In attendance**: Kintay Johnson, Mark Bernards, Dan Calderwood, Laurel Watson, Teresa Daigneault, Wendy Riggs, Rory Johnson (via telephone), Crystal Morse & Kerry Mayer.
2. **Absent**: Tatiana Robinson, Connie Carlson, Johanna Helzer
3. **Call to order:** The meeting was called to order by Co-Chair Kerry Mayer at 3:05pm.
4. **Review/Approve Minutes:**  January 26 Professional Development Committee meeting minutes were reviewed. Teresa asked that discussion about the HR On-boarding be included in the minutes, as mentioned during the website discussion portion of the January meeting.
5. **Discussion** – **PDC Workflow/Presentation of Workflow graphic**
	1. Kerry talked through the graphic designed that codifies the PDC workflow of presentation ideas. This is to allow for understanding of who does what and how we must go about it. Kerry reiterated that we do not have budget. That we are trying to help stakeholders and the campus community to understand the limits of our sessions where there is a lack of budget.
	2. Committee members are highly encouraged to attend PDC coordinated sessions so that we support the presenter as reps of the PDC, as well as to bring feedback to the committee during our debrief time at each PDC meeting.
	3. Kerry discussed the importance of thanking our presenters for their valuable time and providing the opportunity. Wendy volunteered to be a thank you note writer.
	4. Wendy asked if this Work Flow chart can make it to Academic Senate as part of our PDC presentation to them.
	5. Crystal asked for input from the committee regarding improvements or adjustments to the graphic. It was offered that we include a “Report Out” step to close out the work flow and provide this as accreditation evidence.
	6. How do we report back to leadership?
	7. Laurel raised a question regarding report outs to constituent groups as reps from committee. Are there consistent talking points? Yes, we can offer that.
	8. The committee raised the question of how administrative support plays into the work of PDC? Discussion led to the importance of having adequate support so that co-chairs can focus on performing the work of co-chairs and facilitating meetings in a true co-chair manner.
6. **Debrief Recent Professional Development Offerings:** Co-Chair Kerry Mayer conducted a debrief of February PD opportunities to date.
	1. Teaching Men of Color, presented by Kintay Johnson at the Del Norte campus. Kerry inquired about sign – in sheet and acknowledged 10 evaluation sheets; Rory will look into this and gather accordingly; rankings from 4.2 – 4.9. Awesome! Comments included that strategies can be applied to all students; very informative, urgent and valid discussion. Overall, this session was very well received as indicated by the feedback. The committee is very glad to have offered a workshop in DN, and thank Kintay for being willing to travel to DN and offer this second session.
	2. Theory and Practice of Linking Courses - George Potamianos and Peter Blakemore gave a presentation on February 19 regarding linked classes for History 9/English 1A. This Friday morning training session for one hour seemed short for the material, had six people in attendance who were very robust and engaged in the discussion. Feedback averages of 4.75-5. Comments include that participants would love to have more, felt the material was inspiring material, and that the session facilitated thought-provoking discussion. This presentation is booked for a second session in March at a different day/time.
	3. Discussion was raised about IBA training sponsored by President’s office being scheduled at same time and how we can address mitigation of cross-purposes. The IBA workshop was not sponsored through PDC but PDC would like to have sign-in sheets and evaluations so as to capture this professional development opportunity. Kerry M. will coordinate to receive this information. This led to discussion regarding calendaring and closing the work flow loop.

The Committee asks that Kerry and Crystal approach the President/Leadership about working together on this so that we can capture things appropriately and fully under the PDC umbrella. This provides a formal structure. If someone wants something on the PDC calendar, then it needs to come through this committee (then we assist with scheduling, advertising and evaluation/debrief). Emphasis on the workflow graphic and its dissemination was recommended from the committee in assisting others who wish to share Professional Development opportunities.

1. **Review Calendar of Upcoming Professional Development Offerings**
	1. February – Effective Communication for Managers (2/24) by Kerry Mayer, Lisa Sayles and Crystal Morse
	2. Advanced Canvas Training (2/25) by Reno Giovannetti
	3. Effective Communications for Classified (2/26) by Kerry Mayer, Lisa Sayles and Crystal Morse.
	4. March – 4th – Active Shooter Training at DN
	5. March 4th – Team Teaching by Peter Blakemore and George Potamianos
	6. March 11th – Brown Bag Book Discussion *Between the World and Me* by Ta-Nehisi Coates (email Kerry Mayer for a free copy to prepare for and participate in the discussion) Kintay Johnson volunteered to be the discussion group leader for this event and will ask Bill Allison to work with him on this);
	7. March 17th – Classified staff – understanding your CBA (Crystal);
	8. April – 8th Things to Know from the CSEA/CRFO CBAs, a presentation for managers from Mike Haley and Crystal Morse
	9. April 15th – Brown Bag Book Discussion of *The Yellow Birds* by Kevin Powers with a discussion led by Jacqui Cain and Crystal Morse
	10. April 15th - Deanna/Phil Mancus – Stereotype threats/men of color in the classroom
	11. *Tentative*: April 22nd - guest speaker Dr. Derrick Smith, Sociology at SFCU, invited to present as part of the Student Success Series with his presentation: Retention-Persistence-Achievement-Success for underrepresented students. Proposed interaction includes a large group presentation from 10-11 followed by break-out sessions, then lunch. This presentation will be live-streamed to DN; 15th
	12. April 29th - visiting speaker pertaining to Basic Skills
	13. In the works: Classified Staff professional development session regarding Excel. Crystal will gather more specific training requests from classified for Barbara Jaffari, who has agreed to provide the training.
2. **PDC Website Update –**
	1. Kerry has website permissions, and has completed the one hour training with Brian Van Pelt. Permission/access has been requested for Crystal and move the tasking to Crystal and Johanna to build site. Who else among the committee is willing to assist? The committee suggested a working meeting to develop the website – editing session. Wendy suggested a Doodle session. Those members of the committee who are available will meet next week to edit. Mark suggested HU 218/or other computer lab and webex with Rory. Due outs: Mark will check availability for HU 218 or other computer lab; Mark, Kerry and Crystal will send meeting availability to Wendy Riggs, Wendy will create Doodle to determine best meeting time.
3. **Committee Next Steps** – identify skills, talents and abilities among our colleagues and beyond. Encourage each other to step up and be involved!
4. **Questions/Comments**
	1. Teresa provided a brief report on HR Onboarding of new hires. Onboarding session 1 –complete for classified/managers and administrators; Second session (combined) is scheduled for next week; Third session for managers and classified will happen by March 11.
5. **Next meeting**: March 22, 3-4:30pm; FM 110 proposed location
6. **Adjournment**: There being no further business, the meeting was adjourned at 4:30pm.