**Professional Development Committee Meeting
March 22, 3 – 4:30 p.m., FM110**

1. **In attendance**: Kintay Johnson, Dan Calderwood (via telephone), Laurel Watson, Tatiana Robinson, Connie Carlson, Teresa Daigneault, Wendy Riggs, Rory Johnson (via telephone), Crystal Morse & Kerry Mayer.
2. **Absent**: Mark Bernards, Johanna Helzer
3. Call to order: 3:07pm
4. Review/Approve Minutes of February 23 Professional Development Committee Meeting
	1. Minutes are very beautiful! Thank you Crystal Morse!
5. PDC Work Flow – Updated Chart
	1. PDC work flow chart is very beautiful! Double THANK YOU Crystal Morse!!
	2. “Report out to Academic Senate, Executive Leadership, Constituent group leaders” added to the bottom of the chart
	3. No additional updates suggested
6. Debrief Recent Professional Development Offerings Since Last Meeting
	1. (2/24) Effective Communication for Managers by Kerry Mayer, Lisa Sayles and Crystal Morse
		1. Laurel attended and said it was excellent
		2. Diverse group with varying experience levels participated
		3. High scores, with the only suggestion being that more time was needed because it was so awesome
	2. (2/25) Advanced Canvas Training by Reno Giovannetti
		1. This was double-booked with the district’s IBA training, so there were only 2 people in attendance. However, these were two HAPPY people, who had Reno all to themselves.
		2. Another training with Reno coming up this week
	3. (2/26) Effective Communications for Classified by Kerry Mayer, Lisa Sayles and Crystal Morse.
		1. 15 people attended
		2. Complaints: The room was cold and more time was needed.
		3. Lots of positive comments, including suggestions that the session be required.
	4. (3/4) Active Shooter Training at DN
		1. This session doesn’t have data back yet.
	5. (3/11) Brown Bag Book Discussion *Between the World and Me* by Ta-Nehisi Coates Kintay Johnson and Bill Allison facilitated
		1. Good turnout
		2. High ratings
		3. DN will have their own session in April
	6. Future sessions suggested:
		1. More brown bag discussions
		2. Email etiquette
		3. Problem solving
7. Review Calendar of Upcoming Professional Development Offerings
	1. Committee members were encouraged to share these upcoming offerings with their peeps. Kerry will put PDC members on all email distribution lists FYI.
	2. Some planned events will be moved to summer, because of time. These include conflict management and a CSEA gig.
	3. There was some discussion that the current manager training around conflict management is not the best training, as it is negative and legal-focused.
8. PDC Website Update
	1. Johanna, Crystal, and Kerry have access to editing this page.
	2. It is much too difficult to find the professional development page. It should be one of the first links after clicking on “faculty resources” from the home page.
	3. Kerry and Crystal with contact Johanna and encourage her to request that Brian make this change.
9. Next Steps
	1. Summer
		1. Do additional classified and staff PD in June, including Excel Part II and additional management and CBA trainings.
		2. Strengths inventory ($10 each) might be a valuable tool for managers. A couple of small group sessions around this topic could be helpful. Kintay suggested Myers Briggs instead and will send info to Crystal and Kerry.
		3. Crystal will reach out to Children’s Center peeps to be sure they are included in the summer offerings
	2. Long term
		1. Conduct a professional development survey during AUGUST to plan for professional development opportunities for 2016-17. Previous surveys will be evaluated at the next meeting.
		2. What will happen with the PDC? Crystal and Kerry have been asked to continue for another year.
	3. Convocation- who is in charge? This is not a PDC event. Crystal and Kerry will bring this up in their next Keith/Mark meeting.
10. Questions/Comments
11. Set next meeting date: **4/26 3pm FM110**

**Meeting adjourned at 4:10pm**