***Attendance:***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **✓** | Lianne Greenlee | **✓** | Mary Ann Gomez-Angel | **A** | Bruno Granillo | **✓** | Nan Shea | **✓** | John Lewallen | **✓** | Marlene Espina |
| **✓** | Grace Hanson | **✓** | Dan McGeough | **✓** |  Chris Schroeder | **✓** | Liesel Reinhart |  | ***Minutes:***  | **✓** | ***Maria Cardenas*** |

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| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
* John – any feedback from the last PAC meeting?
 | * Minutes from October 5, 2017 meeting were approved with changes.
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| **CPDC Report** | * No meeting this week.
 | Lianne reported CPDC is working on approving courses for professional growth credit. Also doing follow up on CPD Day and data, they did an assessment and will be looking at that together. |
| **FPDC Report** | * Discussion about AP/BP for faculty professional development
* Three committee vacancies remain
* Discussing role of FPDC: currently a governance committee but should it be a working committee?
 | * Three vacancies remain, seeking someone from Student Services and possibly Non-credit.
* FPDC reports out to PAC, there may be certain items that need to go to Senate before going to PAC.
 |
| **MPDC Report** | * Meeting was held on Wednesday, Nov. 1, 2017
 | * Chris shared with PDC the 2-year training plan (will attach with the minutes) the focus is mainly on mandated training. Goal is to develop management training cohorts. Learning opportunities and operational monthly training.
 |
| **Communication Network** | * ReNew Faculty Seminar on December 1, 2017
 | * There is an event coming up November 30, 2017 pending board approval to bring to campus Dolores Huerta. More information to follow after November board meeting.
* FLEX Day call for proposals, PDC is encourages to promote. There is a recommendation to have a three session format during the day.
* Will be looking into bringing to campus Sonia Nazario as a keynote speaker for FLEX Day, wrote a book called Enrique’s Journey.
 |
| **PDC Goals & PFM** | * AP/BP for Professional development?
 | * PDC does not currently have any policies/guidelines, etc. Is there a potential benefit in having BP and AP for professional development with guidelines. Also FLEX Day calendar is not in an AP or policy. Liesel is looking at what some other colleges have in place for ideas for coming up with our own. Lianne will send out an invitation to PDC members to Smartsheet to work together on researching other colleges BP/AP’s to come up with our own.
 |
| **POD Report & Business** | * Office 365
* BCT/AV Presentations
* Employee Health Fair
 | * Emotional Intelligence for diversity will be offered as a one day workshop open to everybody, will be starting up very soon.
* Office 365 is coming, campus announcements have been sent out. Website has been created with links and access to resources. In December there will be informational workshops offered before the roll out at the end of January to invite people to attend these training opportunities.
* BCT/AV presentations, basics and tools training will roll out for ongoing training, collaborating with LLC and presentations services.
* Employee Health Fair is scheduled for Friday, November 3, 2017. 22 vendors will be on campus, managers should encourage people to attend the fair.
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| **Conference and Travel** | * Budget update
* “Certification” discussion – when is it funded/not funded?
* Group conference and travel requests
* Conference Connection web page – any additions?
* Employment status at time of C&T request (adjunct faculty and professional experts)
 | * Budget update was provided to PDC. A campus announcement will be sent out to advertise the availability of POD conference and travel funding.
* Liesel suggested PDC look at proposing an AP/BP for conference and travel.
* All adjunct faculty must be teaching at time of conference and travel request.
* Conference and travel requests for (Facilities) Sam Lam and Marian Popa were denied by PDC. The request is for a 30 hour instructor-led course. POD does not support courses or a series of classes. Lianne will send email to division to notify them of decision.
 |
| **Other Related Business and Reports** | * Meeting with Abe Ali to discuss HR and FPDC/PDC connections
 | * Lianne and Liesel met with Abe Ali to discuss professional development needs, some of the focus was on onboarding processes, had conversations about FLEX and the need for more FLEX. Also will work on communication about getting the word out about New Faculty Seminar and mandated training.
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*Next Meeting:* December 7, 2017, 1:30 – 3:15 PM