***Attendance:***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **X** | Lianne Greenlee | **A** | Rosa Asencio |  | *CSEA651 (TBD)* | **A** | Dan McGeough | **A** | Liesel Reinhart | **X** | John Lewallen |
| **X** | Grace Hanson | **X** | Mary Ann Gomez-Angel |  |  MPDC (TBD) | **X** | Nan Shea |  | ***Minutes:***  | **X** | ***Maria Cardenas*** |

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| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
 | Minutes from December 1, 2016 were approved. |
| **CPDC Report** | * TBA
 | John Lewallen stated CPDC will be meeting twice a month. Bill Rawlings was elected as Co-Chair for CPDC. Rosa Asencio will be stepping down as a member from CPDC & PDC. One meeting will be the monthly CPDC meeting, the second meeting will allow for review of all Classified professional development for credit. CPDC will be overseeing the New Employee Welcome, they brainstormed on ideas for the format. A date has been set for an all-day event. The New Employee Welcome will be held twice a year. Also, CPDC is working on updating the Employee Handbook.  |
| **FPDC Report** | * TBA
 | Lianne stated FPDC wants to start a format where they tackle their goals set for the year. The executive summary from the Dr. Cornel West event was shared with PDC. |
| **MPDC Report** | * Management Retreat
 | Lianne stated the management retreat was a success. MPDC has meet a couple of times, managers have identified the specific need of training with emotional intelligence and Leadership. The executive team is very supportive and understanding of the need. |
| **POD Report & Business** | * C & T
* Summer C & T requests
* Facilities
* Website
* Student Center Plans
* SanFACC
 | Conference and travel budget update was given to PDC. PDC has agreed a campus announcement should go out informing the campus community C&T funds are still available next week and another announcement again after the accreditation visit. PDC will vote and process any C&T requests for summer conferences. POD facility plans are underway, POD will acquire the office space currently being occupied by Cason Smith. The Faculty Coordinator and Learning Academy team will utilize that space. The POD website has been updated with a new look and format. Lianne encourages PDC to visit the Accreditation page and read section III. A and III. A.14 as it concerns professional development and be familiar with the information. The student center plans are looking to include a large conference center/venue. POD is being included in conversations on the plans. Lianne stated the SanFACC mentor program is open to all classified and managers looking to move into management positions. Mentees are matched with mentors from other colleges, the process includes an application process and the top few are selected. They meet at least 3 times a year. Information is also available on the POD website regarding San FACC. |
| **PDC Updates & Business** | * Accreditation
1. Outcomes
2. DL
* Super PDC on March 2, 2017 (Annual report
* March 8, 2017 Accreditation Visiting team Meeting
 | Lianne stated the accreditation team will be focused on outcomes and distance learning. The Super PDC meeting will still be held on March 2, 2017 (Annual report), 1:30 to 3:15 PM. The Accreditation visiting team will come on March 8 to meet with PDC. |
| **Other Related Business and Reports** | * Professional Development Plan Workgroup (Report & Revision)
1. Set dates for workgroup
* Cornel West
* UDL Symposium
 | Lianne suggested to have a work group to talk about what we have been offering and the work we are doing, where are we headed, etc. Persons interested in being part of this work group are John, MaryAnn, Lianne, and Liesel. An executive summary for the Cornel West event was given to PDC which included survey results. Grace provided PDC with some highlights from the UDL symposium (Universal Design for Learning) which is targeted for faculty to minimize accommodations, they had 2 guest speakers, 6 faculty members that have already used UDL were invited. They participated in an activity to include all in attendance. This event was funded through Student Equity, the event had 86 participants and was very successful. A follow-up will be taking place in the future. |

*Next Meeting:* TBA