***Attendance:***

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

|  |  |  |
| --- | --- | --- |
| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
* Ask who is continuing next year
* Summer retreat day/time / agenda
 | * Minutes from April 6, 2016 meeting were approved.
* All current PDC members present will be continuing next year.
* Summer retreat day is scheduled for June 15, 2017, 11:00 AM – 4:00 PM.
 |
| **CPDC Report** | * Great Staff
* New Employee Welcome
* Development of Professional Growth Credit criteria
* CPD-Day Collaborative Planning
 | * Great Staff plans are going well, retreat will take place this month, May 17-17, 2017.
* New Employee Welcome, the guide is currently being updated, will roll out on June 9, 2017. This will be an all day event, will include new employees from last two years. POD has not held this event for a couple of years. Focus will be on building pride to include student panels, the executive team will also be invited. Classified officers will also be present. The main focus will be on building pride and relationships and understanding who we are as a college and what we do for students. Will also offer five follow-up sessions that will be optional to participate as well as a capstone activity. CPDC is working to design something to certify it, to make it for professional growth credit. This will be the first time that will happen within the contract. It will also include introduction to equity, disaster service worker, governance from a prospective that we need to build capacity in our leaders, a customer service perspective to give them an opportunity to engage with these areas.
* CPD Day collaborative planning will start on Monday, May 8, 2017. Those that participated last year were invited back. Will begin open discussions with Marty Ramey, looking to have the same presenter as last year for both CPD Day and FLEX.
 |
| **FPDC Report** | * Professional Learning Team is planning a number of big events for 17-18, budget dependent
* We are implementing New Faculty Seminar Task Force Recommendations from the Academic Senate
* FCLT is coordinating with PLT
* Sustainability professional development content is in development
 | * Thinking about doing something to support employee understanding of an ally ship for our 4,000 Dream students. Would like to do a big Dream event, ally training and possibly bring in a high profile speaker to help us shine the spotlight on our Dream students to help support them as employees in all facets of their life academically.
* Received some recommendations from the New Faculty Seminar task force from them for us that came through Academic Senate. It is super important anyone who is part of hiring a new faculty member, instructional deans and HR , they need to help us communicate about the program and support the participation as best as we can.
* FCLT is coordinating with PLT to develop certificates. They also have work going on with sustainability professional development to figure out how we can help move our sustainability task force move forward thru professional development to help us all understand how to be more sustainable in our jobs, curriculum and our courses to promote a better sustainable agenda so the whole campus is aligned.
 |
| **MPDC Report** | * Review Purpose, Function, and Membership
* Working on Management Professional Development Plan
* Upcoming Management PD Planned Summer/Fall
 | * MPDC had a concern of not having other constituency groups on there, how is that consistent with other professional development committees? MPDC asked for clarification of the need. Chris Schroeder now sits on PDC, this will alleviate the need to have a classified or faculty member be part of MPDC.
* Upcoming management professional development plan, there will be two groups of training. One will be operational to be effective in their jobs to deal with issues they are faced with. The other is a Leadership training it will be open in scope to all groups not specific to managers to apply that to train managers and have a certification but also availability to attend some of the other things that are not operations. This will go to Steering Committee to have some of the operational training in the quarterly management meeting.
* Planning will take place in 4 weeks for upcoming retreat. Intent is to identify the critical operational training as well as the retreat content for next year and having a plan to execute what was reported back on what came out of the retreat with areas of focus on leadership. Will present the professional learning academy as well to see where there is overlap for managers to participate in the work that is happening with the professional academy.
 |
| **POD Report & Business** | * SanFACC selections made
 | * SanFACC selections were made, Lianne, Liesel and John met last week. Three individuals were selected to be matched with a member for regional level, all three are classified staff and have been notified.
 |
| **Conference and Travel** | * C&T Summary Report Form
* Proposals under review
 | * C&T update, remaining balance is currently at $37,686.
* C&T requests under review,
1. Taylor Dinius – PDC moved to fund his C&T request
2. Hannah Lucas – PDC moved to fund her C&T request
3. Christopher Benoe – PDC moved to fund his C&T request
4. Hong Guo – PDC moved to approve her C&T request

2017-18 C&T requests, group of 5 faculty attending a conference in Hawaii for next 3 years.1. Melanie Liu – PDC moved to fund her C&T for $1500 for year one.
* C&T feedback will be set up in a Smartsheet format. PDC approved to roll out new form through Smartsheet. Will continue to use old form through June 30, 2017. Beginning July 1, will begin to use new form.
 |
| **PDC Updates & Business** | * Annual POD Report
* FLEX day role
 | * The annual POD report – email draft was shared with PDC to consider to send out to the campus community. Perhaps include in subject line “we would like to share the work you have been doing”. PDC approved to send out with changes.
* PDC recommends FPDC takes over the recommending and approval functions of FLEX day but receives a report on FLEX day in lieu of current planning.
 |
| **Other Related Business and Reports** |  |  |

*Next Meeting:* June 1, 2017