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| **Professional Development Council Planning Retreat 2016** |

##### MEETING AGENDA & MINUTES

##### Thursday, June 16, 2016

**11 am – 3 pm**

**Bldg. 6, Rm. 144**

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| **Objectives:*** Determine strategies for communication and implementation of the Professional Development Plan
* Clarify the degree of integration between the Professional Learning Team Project and the ongoing work of PDC
* Establish 2016-17 areas of focus for the ongoing work of PDC
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| **Attendees:**

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| √ Rosa Asencio | √ Lianne Greenlee | John Lewallen | Beta Meyer | √ Liesel Reinhart |
| √ Mary Ann Gomez-Angel | √ Grace Hanson | Dan McGeough | √ Jane Nazzal | √ Maria Cardenas (minutes) |
| **Guests:** √ Julie Laverty | √ LeAnn Garrett |  |  |  |

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| **Topic** | **Discussion** | **Next Steps/Person (Group) Responsible** |
| 1. **Welcome & Opening**
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| 1. **Professional Learning “TLC” Workgroup Presentation & Discussion**
 | Campus Equity Plan and available resources. Funding started in Spring 2016, TLC group started meeting:* Review of scholarly research
* Site and website visits
* Information gathering on campus
* Creation of rough proposal
* Dialogue with stakeholders
* Planning will continue

Questions for TLC:Will Classified professional development be included in the TLC plans and will TLC become part of POD? Yes, this will fall under the POD umbrella. How to motivate participation; Make them rigourous, if we can track success with student outcomes and results. Structure will include; part-time staff, Classified professional development coordinator, PDC will be final approvers for any classified institute workshops, or designate a committee member from each group to approve specific wrokshops. Equity programs will need to start rolling out in fall; improve student achievement. | TLC will meet again in the summer, will develop proposed workshops and present to PDC. Will set a date to build the architecture of what it needs to be. Revise presentation with a more intrusive plan. Workload to be clearly defined. Understand where the 3 LHE’s fit in the structure.Liesel Reinhart, Jane Nazzal, LeAnn Garrett, Julie Laverty, Sun Ezzel, Barbara Gonzales, and Diane Rowley. |
| 1. **Membership Review for 2016-17**
 | Changes were made, POD manager was changed to Lianne Greenlee. C&T requests will be approved by categories going forward. Amounts recommended for C&T; Classified $42,000, Faculty $24,000, and Management $10,000. | In the fall, will add an agenda item for PDC to decide on adding a student to PDC.  |
| 1. **Accreditation Self Evaluation Draft Review**
 | Liesel will submit report to Lianne to include on the ACCJC self-evaluation draft for the TLC group. Include great Staff retreat, Classified Professional Development Day. Site conference and travel use. Academic Task force is underway to strengthen New Faculty Seminar. |  |
| 1. **Conference and Travel 2016-17**
 | Conference and travel budget status quo is the same as last year. Changes will be made on criteria and evaluation forms. | Revision of C&T forms, to start use of newly revised forms beginning 2016-17 going forward. |
| 1. **Professional Development Resources and Partnerships**
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