

Professional Development Meeting

Date: October 3, 2017
 Present: S. Sandhu, T. Cook, L. Celhay, J. Mckenna, S. Montgomery, & R. Olive

Agenda	Discussion	Follow-up Action
<p>Approval of the agenda</p> <p>Approval of minutes from September 5, 2017</p> <p>Discussion/Approval of Funding Request(s) (1) Application – Jean Rowland</p> <p>2017-20188 Sabbatical Leave</p> <ul style="list-style-type: none"> • Schedule Two Informational Session/Orientation Prior to 10/15/17 • Application Deadline is 11/15/17 <p>DE Committee Request for Professional Development Funds for Canvas Training (\$65)</p>	<p>The committee members approve the agenda as presented.</p> <p>Motion by J. Mckenna, second by L. Celhay. Motion carried. Minutes of September 5, 2017 approved.</p> <p>Motion by J. Mckenna, second by L. Celhay. Motion carried. Funding request from Jean Rowland for a limited amount of \$1,100 approved.</p> <p>The College President appoints Fong Tran’s replacement. Other item talked about regarding PDC funding request(s)</p> <ul style="list-style-type: none"> • Create a sub-committee in charge of reading funding request(s) from faculty. This committee makes recommendation (rejection/approval of funding) to the Professional Development Committee. <p>PDC emailed Cleavon Smith, district wide interim PD Chair—awaiting for his response.</p> <p>Discussion regarding sabbatical recipients last semester(s):</p> <ul style="list-style-type: none"> • Need reports from M. Goldstein and R. Brem. The PD Chair will email them about this overdue reporting—they also may select to provide presentation during Flex day(s). • The committee will have to come up with an official written document where sabbatical recipient(s) have to sign off. Having this document signed, individual(s) is/are bound to fulfill with the entirety of the signed agreement. Non-compliance is a violation of the contract which may result the probability of paying back. The PD Chair is to draft a memo regarding this. • Invite them to the next PDC meeting. (R. Brem’s report is way overdue). • To send out via mail an informational on-line session about the sabbatical application. • Post this in the Faculty Senate website. • S. Sandhu will attend the next Faculty Senate to give them updates regarding sabbaticals. (Need support? To let the committee know) <p>Discussion regarding DE Committee’s Request:</p> <ul style="list-style-type: none"> • The DE Committee wanted to ensure that faculty are well-trained – The cheapest CANVAS training is \$65. • Total number of faculty? Projected total cost? Individual request must be submitted. No available resources for adjunct faculty. • R. Olive – to check in with the district as DE has available funding related to this expense. 	<p>Committee members approve the agenda as presented.</p> <p>Minutes of September 5, 2017 approved.</p> <p>Funding request from J. Rowland approved by the PDC.</p> <p>The PD Chair is to draft an official document regarding sabbatical where recipient has to sign that contract.</p> <p>S. Sandhu is to attend the next Faculty Senate meeting regarding Sabbatical updates.</p>

