

Draft Minutes
March 16, 2016
SDCE Professional Development Committee Meeting
2:30-4:00 PM Room 186 ECC

Members Present: Esther Matthew, Acting VPI; Laurie Cozzolino, Flex Coordinator; Pamela Kozminska; Emeritus; Diane Goldberg, Counseling; Ernie Romero, CTE; Joan McKenna, HCS; Carrie Lewis, Healthcare Careers; Katie Serbian, DSPS; Vicki Maheu, BIT; Laurel Slater, ESL; Christy Figueroa, Classified member

1. Review of Meeting Minutes/ Introductions: Feb. 15, 2016 meeting minutes were reviewed and approved. They will be posted on the SDCE website, on the Professional Development Committee page. Carrie Lewis, the new representative from Health Careers Program, was also welcomed as a member of the Committee.
2. Old Business: The Committee reviewed and made updates to the current draft version of the PD Committee purpose and description and approved the updates. VPI Esther Matthew will next take this draft to EGC for vetting.
3. New Business: Several topics were brought up during the discussion, including:
 - The Executive Summary for Strategic Planning was reviewed and revisions suggested. Laurie Cozzolino will make the changes and submit them to the Strategic Planning Committee for review. Laurie attends the Strategic Planning Committee meetings representing the PD Committee.
 - Esther Matthew clarified that PD Committee members should be 'vetted' by the Academic Senate. This can be done informally, by sending names to the AS President for review. We can also ask the AS for recommendations if needed.
 - It was agreed that we would also ask for AS to vet anyone we want to name as an 'alternate' when a member cannot attend. Members were asked to bring a name to the next meeting if they want an alternate.
 - There was a discussion on the topic of a 'New Faculty Onboarding' training program for all new CE faculty. It was unanimously agreed that this is a big undertaking, and that resources & staff should be specifically allocated to develop and implement this project, which the PD Committee has been advocating for many years. This could include both in-person and online components. This recommendation/request will be part of the Executive Summary proposal that will be going to AGC and will also be part of the Strategic Plan.
 - As part of the Executive Summary plan, a new position was requested – that of 'Professional Development Coordinator' who would take on some duties and help us grow PD at CE. We need to clarify the duties of that position, but we did not have time at the meeting to do so.
4. 2015-2016 SDCE PD Committee Meetings will be held on the 3rd Wednesday of the month, at ECC, Room 186, 2:30-4:00 PM unless otherwise scheduled. Dates will include:
 - **Wednesday April 20, 2016: Joint Flex Advisory/PD Committee Meeting**
 - Wednesday May 18, 2016
 - Wednesday June 15, 2016(optional)

*Please note both TIME and LOCATION changes for this Semester!!!