

# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

**Facilitator:** Rachelle Sasser

**Recorder:** Alice Hawkins

**Date:** September 26, 2017

**Time:** 1:00pm until 2:00pm

**Location:** HR Conference Room

## Vision

El Camino College Compton Center and the future Compton College will be the leading institution of student learning and success in higher education.

## Mission Statement

El Camino College Compton Center and the future Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton Center promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

## Attendees

Aasi, Fazal

Kowalski, Victor

Sasser, Rachelle

Crozier, Judy

Manikandan, Gayathri

Wimberly, Wendy

Hawkins, Alice

Purdom, Syria

## Agenda/Minutes

1. May 23, 2017, meeting minutes was approved (with Elana and Nikki name fixed).

### 2. Welcome:

- Ms. Sasser welcomed Syria Purdom, a new member of Professional Development (PD), replacing Ms. Shirley Edwards.
  1. Congrats to Dr. Aasi on accepting to be the Co-chair of this committee replacing Ms. Ruth Zambrano as she left the college. Dr. Aasi will be creating the agendas for the committee.
  2. Gayathri will continue to take meeting minutes.
  3. Alice will take the responsibility of posting the agendas, meeting minutes and meeting dates on the website.

### 3. Conference Request:

- Malini Roenun's request to attend 43<sup>rd</sup> American Mathematical Association of Two Year Colleges at San Diego, California, from November 9, 2017 to November 12, 2017, was approved for the maximum amount of \$1,200.00.
- The email about the conference and travel funding was discussed and Gayathri will forward the email to all the committee members.

### 4. Conference Reimbursement Request Ballot:

- Gayathri will update the Ballot with new committee members, remove the members that are no longer on the committee and email to Ms. Sasser.

## 5. Recap of Activities from Spring 2017:

- Health Fair during spring '16, was successfully completed. Our special thanks to Victor for his help and set-up.
- Safe Driver Training: 3 Math Faculties attended this training.
- Flex hour Tuesday, Student Retention Presented by Dr. Aasi was successful with about 20 participants.
- CPR/AED Training: Victor and Judy attended this training offered by the American Red Cross on September 20, 2017.

## 6. Goals:

- 2018 Flex Day Professional Development:
  - Judy will contact Paul Flor for a few minutes to be on the Flex Day agenda, to announce the flex activities.
  - We can do every year during the break-out sessions.
- Suggestion Cards:
  - Syria will develop suggestion cards to collect data from faculty and staff on the kinds of training they want us to offer.
  - We can pass out the cards on various campus events like Tartar Talks on November 1, 2017.
- Feedback Cards: Judy will create the feedback survey for the participants to evaluate the workshop/training offered by PD. This will be given at the end of the training session.
- Classified Staff Day: Alice, Wendy, Syria and Victor will discuss ideas for this event and bring it to the next PD meeting for all to discuss.
- Health Fair: Will be scheduled once a year.
  - Judy will contact Michael for the arrangements. Victor will help.
  - It is tentatively scheduled on April 26, from 10:00am to 1:00pm.
  - This will be for faculty but if it gets slow, we can invite students to attend
  - Ms. Sasser will reserve the staff lounge for this event.
  - Alice and Wendy will promote this event in their Union meeting and Syria will promote this in the Manager's meeting.
- Next Flex Tuesday Activity: Get Flipped!
  - Will be presented by Nikki Williams is scheduled on October 31, 2017, from 1:00pm thru 2:00pm, at the Staff Lounge.
  - Ms. Sasser will reserve the Staff Lounge with computer and a projector with 4 tables and 25 chairs.
  - We will put some Halloween decorations with some candies.
  - Need to get this flex reporter and promote.

- Tentative Flex Tuesday Activity for November:
  - November 28, 2017, Judy will Dalia if she will be interested in doing the “Compton Conversations”? Maybe ask a student to be present.

**7. Fall 2017 PD Meetings:** Second Tuesday of the month from 1:00pm. to 2:00pm at the HR office.

**8. Working Lunch with Lisa and Elana:**

- Judy confirmed it for our next PD meeting on October 10, 2017, from 1:00pm to 2:00pm.
  - Dr. Aasi will email the members to ask their suggestions on the topics to be discussed with them by September 28, 2017.
  - Members respond back to Dr. Aasi with their suggestions by October 4, 2017.
  - Dr. Aasi will compile the suggestion list by October 6, 2017, and will send it to Lisa and Elana.

**9. Miscellaneous:**

- Judy will check “Offer App Development” by Corrine Hoisington during Fall Flex Day.

**NEXT SCHEDULED MEETING: Tuesday October, 10, 2017, 1:00pm to 2:00pm. HR Conf. Rm.**