

## Professional Development Committee Minutes

November 14th, 2017 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachelle; Syria Purdom; Crozier, Judy; Victor Kowalski; Hoa Pham

1. October 10th, 2017 meeting minutes was approved.
2. Conference Request: None
  - Full-timers has maximum of \$1200
  - Part-timers depends on the budget available.
3. Conference Reimbursement Forms:
  - Syria is going to upload the conference reimbursement packet online. One form is not fillable but others are fillable. Syria need to get access for posting these online and she will follow up.
  - Gayathri will send the forms to Syria.
4. Health Fair:
  - Tentatively on Thursday April 26<sup>th</sup> from 10:00am to 1:00pm
  - Ms. Sasser will request 15 tables for this in the student lounge.
5. 4CSD conference is in Claremont:
  - March 14 is preconference and conference will be on March 15, 16.
  - Syria and Judy are interested in attending this 4CSD conference.
  - The institutional membership is \$175. \$50 for Individual. Non-members is \$550 and Members \$495.
  - Judy emailed the institutional membership form to Ms. Sasser.
  - Judy will email the registration form to all in December as soon as it is available
6. Suggestion cards:
  - Faculty input will be collected during the spring flex day division meeting.
  - Dr. Aasi will survey Division 1, Hoa will do Division 2, Judy and Gayathri will do Division 3.
  - There are 98 faculties at Compton. Syria will email the survey to Ms. Sasser who will order the copies.
7. Staff PD:
  - Wendy surveyed the classified staff at the union meeting on the professional development needs.
  - Most of them selected MS Excel and the second choice will be Adobe fillable forms.
  - We request Lisa for the MS Excel in-person training and online Adobe Fillable forms.
  - Syria will request SSC 108 for the MS Excel training. Syria and Wendy will come up with the flyer so the Ms. Sasser will email it. The maximum number of people to attend will be 25 as first come first serve.
  - Ms. Sasser is going to check the availability with Lisa and Elana.
8. Faculty PD:
  - The online training that was scheduled on Nov 27<sup>th</sup> from 10:00am to 11:00am on Intro to 508 and Universal Design. A test run should be done before the real training.
  - Ms. Sasser will follow up with Elana and decide whether it will be feasible to offer this workshop.

- Victor is available if needed. He will do the test run with Elana before the training and be there during the training. Victor will follow up with Elana and ITS person.

9. Next Flex Tuesday Activity: Flipped Fun!

- Get Flipped workshop had 13 attendees for this workshop.
- Follow up activity is created by Nikki and will be offered in spring 2018. Judy will follow up with Nikki.
- It will be open to everyone. Tentatively on March 27<sup>th</sup>, 2018.
- Dr. Aasi will email the attendees list to Ms. Sasser.

10. Guided Pathways:

Next meeting →