



PROFESSIONAL DEVELOPMENT COMMITTEE

Admin Bldg. - Rm. 124 & Online via Zoom
Thursday, March 5, 2020 @ 1:00pm

MINUTES

- COMMITTEE MEMBERS -		
NAME	COMMITTEE REPRESENTATION	PRESENT
Maria Gonzalez	Chair	X
Tamara Warren	Administrator/Director Ed Services	X
Callie Branan	Administrator/Director Student Services	X
Rene Paredes	Academic Senate President	X
Hollie Dillon	Classified Representative/Minute Taker	X
Sze Ki Liu	Classified Representative	
Sofie Johnson	Student Representative	X
Joel Rogers	Faculty Representative	
Richard Aguilar	District HR Representative	

A. Call to Order @ 1:06pm

B. Approval of Minutes

1. Minutes: Thursday, February 6, 2020

- i. Motion to approve: R. Paredes; Seconds: C. Branan - APPROVED

C. Information/Discussion Items

1. Identify next step for Professional Development Survey – Getting the word out

- i. R. Paredes - When we get ready to send this out, we need to be careful about how it is worded so that it is tailored to the audience and possibly get a better response from it.

- 1. M. Gonzalez – Rene/Joel: Separate emails should be sent to Faculty including Counselors. Tamara/Callie: email to Classified. Maria: Will work on the email to Admin.

- a. M. Gonzalez – We will give them two (2) weeks to complete it and will be sent out March 23rd and the email set-up ready by Friday, March 13th. PDC members will send their “blurb” to each other to review before sending out.

- ii. M. Gonzalez – To Get the word out:

- 1. Rene to send it out to all WHCL Faculty. Maria to send out to all Classified/Admin.

- a. Rene will make sure to have Faculty complete the survey. Maria will take it to the Executive Team to address. Push the survey with the different

groups. PGC might be a good time to bring it up as well. The link for the survey can be included in Dr. Clark's newsletter.

iii. Defining Professional Development – Discussion for a consistent statement when sending out the email.

1. Definition: In education, the term professional development may be used in reference to a wide variety of specialized training, formal education, or advances professional learning intended to help administrators, teachers, and staff that support the educational process improve their professional knowledge, competence, skill, and effectiveness.

2. Review revised Conference/Session Form

- i. M. Gonzalez – Can be located on the Portal/Staff Forms/bottom of Conferences & Travel section.
 1. R. Paredes – We should move the location of the form to just under the Conferences & Travel section.
- ii. M. Gonzalez – The new form states that one (1) form is required to complete for a session.
 1. T. Warren – This works since everyone will have the option to enter more than one (1) if they would like.

3. Identify and develop resources for Faculty/Staff

- i. M. Gonzalez – Having that Conference Session form as a handout in case someone is at a Conference and there is no Wi-Fi, then the form could be taken with them during the session.
 1. Travel Chart and Standard Mileage to be added to the Travel Forms section of the WHCL Eagle Answer Center as well as the Staff Forms/Conference & Travel section. Maria will ask Amber Avitia to add to these areas.

D. Report from Committee Representatives

E. Other Items

F. Adjournment @ 1:56pm