**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**

Thursday, September 19, 2024, 1:30pm – 2:45pm

HR Conference Room in Bussman Annex

**Zoom Link:** [**https://santarosa-edu.zoom.us/j/89027983347**](https://santarosa-edu.zoom.us/j/89027983347)

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| TOPIC | TIME |
| Notetaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_; Facilitator: Alexa Forrester |
| 1. Establish who will be taking notes for this meeting.
 | 1 minute |
| 1. Approval of Meeting Minutes from 09.19.24 Meeting
 | 2 minutes |
| 1. Confirm Tri-Chair appointments
 | 2 minutes |
| 1. Review feedback from Fall PDA
 | 30 minutes |
| 1. Spring PDA Planning
* Call for Proposals
 | 30 minutes |
| 1. Next Meeting agenda
2. Meeting Date: October 17, 2024
3. Facilitator: Stephanie Dirks
 | 10 minutes |

Committee Function:

1. Organizes the Professional Development Activity Day Program for all employees;
2. Encourages thorough discussions among all District employees regarding professional development needs;
3. Sets professional development goals, both immediate and long range;
4. Collaborates with other committees on Professional Development matters;
~~5. Oversees the flexible calendar program (the “Flex Program”) for the District;
6. When funding is available, reviews professional development projects/funding applications (AB1725 restricted funds for staff development);~~
7. Responds to training needs for critical College Initiatives.

Committee Membership:

Jamie Cook; Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Megan Napoli, Theresa Richmond, Tammy Sakanashi, Ann Schott, Patsy Young.