**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**

Thursday, October 17th, 2024, 1:30pm – 3:00pm

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: Stephanie Dirks |
| 1. Establish who will be taking notes for this meeting.
 | 1 minute |
| 1. Approval of Meeting Minutes from 10.03.24 Meeting
 | 2 minutes |
| 1. Announcement of PDA Point Person
 | 5 minutes |
| 1. Spring PDA Planning
* Call for Proposals Email Sent (thank you Brenda and Jamie!)
* Deadline extended till Oct 25th.
* On the 25th the entries will be checked to see if we need to extend. First extension date is Wednesday Oct 30th, then a last final of Friday November 1st (if needed)
 | 30 minutes |
| 1. Website Presence
* Review the Website, discuss upgrades
 | 30 minutes |
| 1. Next Meeting Agenda Items:
2. Meeting Date: October 17, 2024
3. Facilitator: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Notetaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Agenda Items:
* PDC organizes the post-its into Session 1 (AM session), 2 and 3.
* Website Presence
* Events Calendar/Page
 | 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.