**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**

Thursday, November 21st, 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: Megan Napoli; Facilitator: Alexa  |
| 1. Approval of Meeting Minutes from 11.07.24 Meeting
 | 2 minutes |
| 1. Spring PDA Planning
* E-mail communications have been sent
* Discuss any responses for questions from presenters
* Brenda to share the image and poster received from Jesse (graphic design)
	+ Post webpage image on PDA homepage (assign)
	+ Send projection image to Media Services for PDA welcome screen (assign)
* Maintain workshop schedule (To Do Items, are these completed?) (assign)
* Add length of workshop, modality and session preference to spreadsheet
* Add location information to workshop proposal in SIS
* Add columns as needed for Media Services/Facilities considerations
* Identify pathways for workshops and add to schedule
* Send final spreadsheet District Police, Media Services, Computer Labs, Petaluma Scheduling, Petaluma staff etc)
* Approve workshops in SIS after sending approval email to presenters (change contact email to your name and email before approving.) Deny workshops in SIS, if applicable
* Reserve rooms in EMS or through Petaluma Scheduling staff (consider special requests and workshop capacity); order technology if needed (assign)
* HR orders the Tauzer Plaque from Halls (vendor) (assign)
* Collect talent release forms for outside presenters if applicable (only for those who are getting workshop recorded)
* Confirm catering order for morning and lunch refreshments (assign)
	+ ACTION ITEM: Do we have funding?
* Contact Media Services/PR for photographer (assign)
 | 60 minutes |
| 1. Website Presence
* Review the Website, discuss upgrades
 | 15 minutes |
| 1. Next Meeting Agenda Items:
2. Meeting Date: December 7th, 2024
3. Facilitator: Stephanie
4. Notetaker: TBD
5. Agenda Items:
* PDA Planning – next steps
* Website Presence
* Events Calendar/Page
 | 3 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.