**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**



Thursday, November 7th, 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: Theresa Richmond (Alexa as backup) | |
| 1. Approval of Meeting Minutes from 10.17.24 Meeting | 2 minutes |
| 1. Provide any update from the Professional Development Meeting with VPs | 10 |
| 1. Spring PDA Planning  * Review workshop spreadsheet for any concerns * Question from faculty member who wants to submit a proposal for his spouse that is not a SRJC employee * Review and plan out Sessions 1, 2 and 3. * Any (2) part sessions will be held in Sessions 2 & 3 (in the afternoon) * Review task list and discuss next steps and assignments | 60 minutes |
| 1. Website Presence  * Review the Website, discuss upgrades | 15 minutes |
| 1. Next Meeting Agenda Items: 2. Meeting Date: November 21st, 2024 3. Facilitator: Alexa (Stephanie back up) 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.