**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.