**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**

Thursday, December 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: TBD; Facilitator: Stephanie |
| 1. Approval of Meeting Minutes from 11.21.24 Meeting
 | 2 minutes |
| 1. Spring PDA Planning - Maintain workshop schedule
	1. Discuss Affinity Group proposal that Solen sent to committee members on 11/22
	2. Discuss Cindy Caruso Proposal on “Title of Activity: Bringing Professionalism and Excellence to Your Role
 | * + - minutes
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| 1. Follow Up on PDA To Do Items
	1. Brenda – Did we get a response back from Javier/Sarah regarding use of Lindley?
	2. Did Brenda order the Tauzer Plaque from Halls?
	3. Did the student employees add modality and identify pathways for workshops and add to schedule?
	4. Did we get a proposal from Pacific Dinning with the new reduced items? (Decided last meeting: To save money, breakfast will not be offered. Coffee/Tea/Water available in lobby of Lindley; Lunch provided)
	5. Did Patsy connect with contact Media Services/PR for photographer?
	6. Was the poster approved? Do we need to order those? (assign)
 | 55 minutes |
| 1. Future PDA To Do Items
	1. Collect talent release forms for outside presenters if applicable (only for those who are getting workshop recorded)
	2. Send final spreadsheet District Police, Media Services, Computer Labs, Petaluma Scheduling, Petaluma staff etc)
	3. Create workshop location signage
	4. Send emails to dl.staff.all to announce PDA
 | 5 minutes |
| 1. Future Topics to Discuss
	1. Review the Website, discuss upgrades
 | 5 minutes |
| 1. Next Meeting Agenda Items
	1. Meeting Date: January 16th, 2025
	2. Facilitator: Management Lead? ; Notetaker: TBD
	3. Agenda Items:
		* PDA Planning:
			1. PDA Image/Posters
				1. January - Order posters (30) and 8-1/2x11 pages for workshop locations (50) from the Copy Center (assign)
				2. Placed the week of PDA - Distribute posters once delivered (reserve 10 for Ellis/day of event) (assign)
			2. PDA Event Support (see [Support Duties](https://srjc.sharepoint.com/%3Aw%3A/s/ProfessionalDevelopmentCommittee/EWZjO8Gus0pBrPKxMrPCmXwBiGT_xzSlX-TAx_qPMOfy3g?e=teW50K) document)
		* 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.