

Thursday, February 1, 2024, 1:30pm – 2:45pm

Doyle Library, Room 140

Zoom Link: <https://santarosa-edu.zoom.us/j/89027983347>

TOPIC		TIME	
Notetaker: _____; Facilitator: Sarah			
1. Approval of Meeting Minutes from 1/18/24 Meeting		1 minute	
2. Spring 2024 PDA Day		45 minutes	
a. Spring PDA Day-of-Event Volunteers			
DATE/TIME	TASK		VOLUNTEERS
(M) 2/12	Put up PDA posters @ key locations (Burbank, Lindley, Kunde, Doyle, Bertolini, Bailey, Emeritus, Plover, Garcia and at all other District sites)		Human Resources
(W) 2/14	Put up PDA workshop signage on workshop location doors (Burbank, Lindley, Kunde, and other locations)		Human Resources
(TH) 2/15 – Day of Event Tasks			
7:45-8:00	1. Setup coffee mugs (2 people)		1. 2.
8:00-8:15	2. Affix signage for reserved seating in auditorium - (1 person)		1.
8:00-8:30	3. Door Ushers (inside and outside lobby/theatre entrances) – (2 people)		1. 2.
8:00-8:30	4. Aisle Ushers (inside theatre/at entrance to seating on both sides) – (2 people)		1. 2.
8:15-8:30	5. Crowd Herders (outside from 8:15-8:30/15-minute warning @ 8:15/alerting participants that the program will be starting and to be seated in the auditorium) – (3 people)	1. 2. 3.	
10:00-10:30	4. Lindley Attendants (in lobby to assist with directions to room locations) – (2 people)	1. 2.	
11:30-1:00	5. Lunch Service (check rsvp list, assist with restocking items, direct participants to lunch lines, serve lunch) – (10 people)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	
3:00 – 4:00	6. Remove workshop session signage and PDA posters from workshop locations – (4 people)	1. 2. 3. 4.	

<p>b. Post-PDA Presenter Survey:</p> <ul style="list-style-type: none"> • Title of Workshop: • Question 1: How many people (roughly) attended your session? (Pick one) <ul style="list-style-type: none"> ___ Less than 10 ___ 10 - 20 ___ 20 - 30 ___ 30 + • Question 2: What went well about your session? (Open ended) • Question 3: What could have gone better? (Open ended) • Question 4: How can the PD committee better support presenters in the future? (Open ended) 	
<p>3. Committee Function Update</p>	<p>5 minutes</p>
<p>4. Professional Development webpage discussion</p>	<p>15 minutes</p>
<p>5. Next Meeting agenda</p>	<p>2 minutes</p>

(Next Meeting: March 7, 2024)

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:

Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Casandra Hillman, Sarah Hopkins, Ann Mansfield, Tammy Sakanashi, Ann Schott, Patsy Young, Osiris Zuberi.