**Professional Development Committee**

**Meeting Minutes**

**Thursday, March 6, 2025**

**Present:** Jamie Cook; Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Megan Napoli, Tammy Sakanashi, Ann Schott, Patsy Young and Brenda Dixon.

**Absent:** Stephanie Dirks

**Note-taker:**  Jamie & Brenda

Minutes from February 6, 2025 and February 20, 2025 meetings: Both approved as is.

1. Continued Debrief of Spring 2025 PDA:

* Discuss Improvements for next PDA:
  + Maybe encourage department Managers and chairs to make announcement promoting PDA to their areas
  + Can we make a direction guide or have media provide a guide for how to use the Instructor/ flex stations in each classroom. Leave a 1 sheet guide on the desk for presenters to use.
  + Can we ask IT about providing an accordion style schedule for PDA schedule
* Went Over Presenter Survey Feedback
* Committee decided we should add to the “Call for Proposals” email a bullet point of information stating that “you don’t get paid for presenting a workshop.”
* Faculty contacts to send an email to the appropriate decision makers asking “why do we still offer Zoom for PDA?”
  + Check with AFA
  + Using Zoom decreases in-person participation
  + Maybe an accommodation for those who are remote faculty
* Is it possible to bring back a pre-sign up count for presenters to know how many people will show up to their workshops

1. Start planning Fall 2025 PDA Day

* Planning Fall 2025 PDA
  + Dr. Garcia will be the Key note Speaker
  + Will be held on the Santa Rosa Campus
* Theme Ideas:
  + Courage in Unstable Times
  + Forging Pathways
  + Sustainable SRJC
* Edits must be made to “Call for Proposal” email
  + Reformat the Pathway list – check with Cabinet do they want to refresh the pathways
  + Release “call for proposal” email the week after spring break

1. Next Meeting Agenda Items.

* Website Presence, discuss upgrades
* Review process of District offerings (Events Calendar/Page)
* Professional Development Release Time
* New Flex sign up website

**Next Meeting:** April 3, 2025 (Facilitator: Stephanie Notetaker: Brenda)