**Professional Development Committee**

**Meeting Minutes**

**Thursday, September 19, 2024**

**Present:** Jamie Cook; Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Megan Napoli, Theresa Richmond, Ann Schott, Patsy Young.

**Absent:** Tammy Sakanashi.

**Note-taker:** Brenda Dixon

Minutes from 05.16.24 meeting: None to approve

1. Introduction of new and old members.

* All committee members introduced themselves.

1. Debrief of Fall PDA

* Lot’s of positive feedback. Lunch flow was good having 4 lines. Some challenges were not enough workshops for Classified Professionals; Jump rope workshop did not tell people to bring their own jump rope; would have been nice to have a designated room for Zoom workshops; Carpooling option or shuttle.

1. Spring PDA Preparation

* Jamie shared the task list that has been used previously as a guide for what the committee should be working on now. Stephanie shared the draft for the “Call for Proposals” and the committee reviewed and edited the document. Due date will be Oct. 18th but may extend depending on the response.

1. Committee Role, Function and Membership

* Committee discussed how to move forward with current leadership. Some concern about time needed for Academic Senate’s Faculty Professional Development. Lack of time to prep outside of meeting time.

**Next Meeting:** October 3, 2024 (Facilitator: Alexa Forrester)