**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Agenda**



Thursday, January 16th, 2025 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: Jamie Cook; Facilitator: Stephanie Dirks | |
| 1. Approval of Meeting Minutes from 12.5 Meeting – Meeting Minutes Approved | 2 minutes |
| 1. Spring PDA Planning - Maintain workshop schedule – PDA Workshops Approved:    1. Discuss two late entries       * Courageous Conversations: Linguistic Justice – Approved, with the condition that the groups follow the submission deadline next time. This is only a special occasion and not permanent pattern       * Linguistic Justice – Approved    2. Megan Updated the Committee that L. Nahaus canceled part 1, but not part 2 of workshops | * + - minutes |
| 1. Update on Website – Website has been updated with:  * Archived old PDA pages * Fall 2024 all update dto Spring 2025 * Landing page image * President’s Message updated * Acknowledgments page updated * Workshop schedule cleared * Workshop schedule will be updated when Javier returns room assignments | * + - 20 |
| 1. Follow Up on PDA To Do Items    1. Jamie & Megan how are room assignments? – Room Assignments have been delegated to Javier (Manager of Facility Use & Event Services)    2. Brenda – update Tauzer Plaque from Halls – Plaque has been ordered and will be delivered soon    3. Status on student employees adding modality and identify pathways for workshops and add to schedule – modality & Pathways have been updated    4. Pacific Dinning order, review any outstanding questions & last date for increase/decrease – Pacific dinning order is in. Less Guac, Veggies ordered for 300 people, Coffee and water only after Tauzer lecture in Lindley, saving of almost $6,000 than last time. Final rsvp head count needed week before.    5. Was Media Services/PR contacted for the photographer? – Ann Schott will reach out to Media for Photographer & Burbank rehearsal needs    6. January - Order posters (30) and 8-1/2x11 pages for workshop locations (50) from the Copy Center (assign) – Jamie will order posters, 40 posters & 25 flyers this year. Work on distribution method earlier in month and using faculty spaces as well as protected areas like glass bulletin boards.    7. Placed the week of PDA - Distribute posters once delivered (reserve 10 for Ellis/day of event) (assign)    8. Collect talent release forms for outside presenters if applicable (only for those who   are getting workshop recorded)   * 1. Send final spreadsheet District Police, Media Services, Computer Labs, Petaluma Scheduling, Petaluma staff etc) - assign   2. Send emails to dl.staff.all to announce PDA – Brenda? | 55 minutes |
| * + - Collect Talent Release forms for outside presenter if applicable (only for those who are getting workshop recorded) – Megan Napoli     - Send final spreadsheet District Police, Media Services, Computer Labs – Brenda Dixon     - Send email to dl. Staff. All to announce PDA- Brenda Dixon     - Lunch Sign up & workshop feedback survey Monkey – Jamie Cook     - Picking up Flowers for the stage – Jill Harrison     - Reach out to Melinda in DRD for Sign Language Interpreter – Ann Schott     - Day of Coordinator – Brenda Dixon     - Reach out to Presidents office and Tauzer Lecturer for presentation Info – Brenda Dixon     - Presentation Closing statement – Alexa Forrester     - Need Volunteer schedule - Brenda |  |
| 1. Future Topics to Discuss    1. Review the Website, discuss upgrades    2. Review process for district offers    3. Professional Development release time    4. New Flex sign up website | 5 minutes |
| 1. Next Meeting Agenda Items    1. Meeting Date: February 6th h, 2025    2. Facilitator: Alexa Forrester ; Notetaker: TBD    3. Agenda Items:       * PDA Planning:         1. PDA Event Support (see [Support Duties](https://srjc.sharepoint.com/:w:/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.