**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
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| 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/%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.