

Present: Stephanie Dirks, Anne Donegan, Alexa Forrester, Jessica Harris, Jill Harrison, Sarah Hopkins, Ann Mansfield, Tammy Sakanashi, Ann Schott and Patsy Young.

Absent: Casandra Hillman, and Osiris Zuberi.

Note-taker: Brenda Dixon

Minutes from November 2, 2023 meeting: Approved as is

1. Spring 2024 PDA Day
 - Review of workshop proposals: 43 proposals submitted so far. Committee reviewed and discussed. Ready to start placing into timeslots at next meeting. Sarah shared that the poster is in the works. Committee discussed the idea of using the new science building for workshops if ready.
2. Review of Committee Function
 - Alexa sent message to College Council regarding updating the Committee Function and has not heard back yet.
3. Professional Development Web Page
 - Stephanie shared changes made so far and committee discussed additional thoughts for page layout, and dropdowns for each area. SD talked to PR about having photos for PDA days going forward, could be used for landing page. Need a new Employee Orientation page, current one is way out of date. Will review outside of meeting and send edits to SD to update.
4. Professional Development Funding
 - No update at this time.
5. Shared Governance Survey
 - All committee members are expected to complete the survey on their own.
6. Flex Reporting and Cornerstone. Ann D., Alexa, Sarah & Stephanie will attend a demo of the software.

Next Meeting: December 7, 2023 (Facilitator: Sarah Hopkins)

Meeting Follow up:

- Workshop Proposals placement in PDA schedule