

**Thursday, January 17, 2019, 3:15 - 4:30 p.m.  
Santa Rosa Campus, Plover 526**

- 1) Note-taker: Shauna
- 2) Approval of Minutes
- 3) Reports/Announcements ..... 15 min
  - Leadership Academy update (Sarah)
  - Classified Appreciative Observations update (Debbie/Kathy)
  - Departmentally Determined Activity Day update (Tara/Lauralyn)
- 4) Spring 2019 PDA day ..... 15 min
  - Volunteers for PDA
  - Spring 2018 PDA Survey Results
  - Updates (workshop rsvp's, etc.)
- 5) Appreciative Observations (April) – need subcommittee .....10 min
- 6) Professional Development Plan ..... 30 min
  - Review for additional information that needs to be added/updated prior to College Council review
- 7) Next/Future meeting agenda topics ..... 2 min
  - Needs Assessments?
  - Fall 2019 PDA Theme/Graphic
  - Sarah @ Conference on next meeting date
  - Other

(Next Meeting: Thursday, February 7<sup>th</sup>, 2019)

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**Committee Function:**

- Organizes the Professional Development Activity Day Program for all employees;
- Encourages thorough discussions among all District employees regarding professional development needs;
- Sets staff development goals, both immediate and long range;
- Collaborates with other committees on Professional Development matters;
- Oversees the flexible calendar program (the “Flex Program”) for the District;
- When funding is available, reviews staff development projects/funding applications (AB1725 restricted funds for staff development);
- Responds to training needs for critical College Initiatives.

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**Membership:** P. Bell, S. Brumbaugh, S. Folz, S. Hopkins, T. Jacobson, L. Larsen, S. Malvino (Ex-officio), K. Matthies, MJ Papa, A. Schott, G. Sellu, A. Virtue, D. Weatherly

**Note:** The Professional Development Committee reserves the right to modify the order of business as deemed appropriate by the committee.