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**Present:** Sarah Hopkins, Shauna Malvino, Lauralyn Larsen, Paulette Bell, Ann Schott, Tara Jacobsen, George Sellu, MJ Papa, Debbie Weatherly, Shawn Brumbaugh, Kathy Matthies

- Note-taker: Shauna Malvino
  - Last meeting of Fall 2018 was informal (potluck) – therefore no minutes to approve.
- Reports
  - Leadership Academy Update
    - Leadership Academy Orientation taking place on January 18, 2019.
    - Participants from the first cohort presented to the new cohort.
    - An orientation was added to give participants an opportunity to ask questions, learn and discuss their projects, etc.
    - An evening social reception will be held on January 31, 2019.
  - Classified Appreciative Observations Update
    - Need to find out if this is feasible through SEIU.
    - Ann and Kathy will take the lead on this project.
  - Departmentally Determined Professional Development Activity Day
    - All departments submitted a plan to Jane.
    - Most departments are having group activities. In some departments faculty are doing individual activities.
  - Other
    - Tara has returned from sabbatical and will be serving on PDC again. Tammy S. was thanked for her service.
    - Tara and Lauralyn will be attending Academic Senate on February 20th to give an overview of Professional Development to the Senate and allow for Q&A.
    - Tara and Lauralyn are currently working on New Faculty trainings. Some new faculty are opting to not participate. Tara and Lauralyn are trying encourage all faculty to support this program.
    - Debbie will lead the next PDC Meeting on February 7<sup>th</sup>. Debbie stepping down from PDC after PDA Day.
- Spring 2019 PDA Day
  - Updates
    - Need volunteers for PDA Day. We do have some student ambassadors and everyone in HR will be volunteering. Volunteers during the lunch service is needed the most. A Google doc will be sent out to PDC with volunteer slots.
    - Discussed Spring 2018 PDA Day Survey Results. A lot of suggestions were made based on last Spring's feedback.
    - Reviewed workshop RSVPs. Workshop RSVPs are low, but we are assuming more will sign up the week of PDA Day.
    - Discussed Signupgenius. Decided to keep using Signupgenius because it is beneficial to the presenter.
    - Discussed changing opening speaker to Jane for plenary session.
    - Sarah went to Petaluma to meet with the media services and facilities staff.
    - Will have a separate table with nametags for everyone. Will also have years of service ribbons.
- Appreciative Observations
  - Subcommittee
    - Asked for help recruiting and offering more classes for faculty to observe.
    - Discussed asking department chairs to recommend faculty and then using recommendations to recruit.
    - Discussed using Drupal form again. Discussed opening the observations for longer than just the month of April.
    - Suggested having no schedule and just having those interested to contact the instructor themselves.
    - Sending out recruiting email soon.
- Professional Development Plan
  - Updates
    - Reviewed and edited different sections of the plan. Will discuss how success is measured at next meeting.
- Next Meeting Agenda
  - Needs assessment, Fall 2019 Theme/Graphic

**Next Meeting:** Thursday, February 7, 2019