
Present: Paulette Bell, Sarah Hopkins, Tara Jacobson, Lauralyn Larsen, Shauna Malvino, Kathy Matthies, Ann Schott, Alicia Virtue, MJ Papa
Guests: Stephanie Jarrett

- Note-taker: Shauna Malvino: 02/21/19 Minutes Approved.
- Reports
 - Academic Senate Update on Professional Development
 - Tara and Lauralyn gathering data from past PDA Day surveys to review faculty feedback. They will continue to update.
 - Appreciative Observations
 - Currently have 49 class options. Another call will be sent to get more class observation opportunities in Petaluma.
 - Program is now Flex and PGI approved.
 - Program has expanded so appreciative observations is the month of March and April.
 - Classified Appointments to PDC
 - Kathy looking for new classified appointment still.
 - Classified Observation Update
 - Program is still in the preliminary stage. Most likely won't put something out until fall semester. Will continue to update.
 - Leadership Academy Update
 - March 8th is 'Leaders Embracing Inclusion' workshop. Sussanah, Sarah, and 2 Leadership Academy graduates will be presenting. Will continue to discuss projects.
 - 4CSD
 - No representatives were sent this year. Will send next year.
- Fall 2019 PDA Day Planning
 - Burbank is set to open in July 2019. As of now we are planning to hold the fall 2019 PDA Day in Santa Rosa. We will check in June to see if they are still on track and will switch to Petaluma if needed.
 - Discussed Call for proposals. We will add language to ask for discipline and cross discipline specific workshops.
 - We are going to look at Survey to make sure people's needs are addressed.
 - Tri-chairs will send a separate email to each constituent group encouraging submission of proposals that would be of interest to their employee group.
 - Cabinet ok with having no theme. Sarah will contact David Liebman for a Sustainability speaker recommendation.
 - Discussed lunch menu and having tacos for fall PDA day.
 - Discussed survey. We launched electronic surveys for the first time this spring. To make the survey shorter we condensed some questions. We discussed looking at the survey and adding some questions back in and taking some others questions out. Will send spring 2019 PDA Day survey results and data to committee for next meeting.
- Professional Development Plan
 - Updates
 - Added board policy's to plan and edited some additional sections.
 - The plan is ready to take to College Council on April 4th. Will ask if we can get on their agenda around 4:30.
 - Want to make sure that College Council is aware that in order to get future funding we need a professional development plan so we jumped ahead and started this draft. We will update the plan every 3 years.
- DADD Survey Results
 - Sent out in weekly professional development e-blast but received a low response rate. Next year will send survey in e-blast and Tara and Lauralyn will send a separate email to faculty.
- Next Meeting Agenda
 - Survey Questions, Survey Results, Sub-Committee Discussion, other

Next Meeting: Thursday, April 4, 2019