SANTA ROSA JUNIOR COLLEGE

Present: Bita Bookman, Anne Donegan, Stephanie Dirks, Alexa Forrester, Jessica Harris, Sarah Hopkins, Kathy Matthies, Ann Schott, Kat Valenzuela and Osiris Zuberi.

Absent: Tammy Sakanashi

Note-taker: Brenda Dixon

Minutes from March 16, 2023 meeting: Approved as is

1. Fall 2023 PDA
    *   Workshop Proposals: Committee reviewed and discussed proposals submitted so far (approximately 15 proposals submitted). Committee members will reach out to their individual constituent groups to try to get more submissions before the deadline.
    *   Opening Program: Committee discussed the order of the opening program and thought it might be good to have a back up plan just in case the new president does not want to present with a "State of the College" presentation.
    *   Lunch: No boxes. Maybe use plastic baskets. Servers, a must! Discussed being inside vs. outside. Suggested a Mexican theme meal. Tacos or Burritos. Extra guacamole.
    *   Image/Theme: Theme of Mental Health and Inclusivity. Will discuss more at next meeting. Sarah will start a document in Teams that all can share ideas for images.

2. Web Page Discussion
    *   No updates yet from Classified or Management Team members.
    *   Faculty continue working to develop their page. Learned recently that Academic Senate has a professional development page on their webpage. Need to be sure the information is consistent. Still hoping to have the update complete and live for the Fall. May need to meet sometime in May outside of regular meetings.

3. Anne announced that Associate Faculty, Dawn Lucas, will be joining the committee.

4. Professional Development Plan: Sarah shared the plan. Committee reviewed and discussed while Sarah made edits and comments for further review. The document is saved in Teams for all to review and add edits prior to the next meeting.

Next Meeting: April 20, 2023 (Facilitator: Kathy Matthies)

Agenda items for next meeting
*   Training for Classified Professionals
*   Website update (Classified should have link for Caring Campus)
*   Fall PDA
*   PD Plan