**Professional Development Committee Minutes December 11, 2013 12:30-1:30 Room 341**

Attending: K Bergman, L Robert, J Lowood, N Hadley-Torres, B Johnson, E Gerlach, G Winer, C Leighton, C Herrera, R Butler

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| **Item** | **Discussion/Results** | **Next steps if applicable** |
| 1. Institutional Effectiveness Committee Proposal | J Lowood: need to institutionalize TLC as Title III ends. TLC and Assessment interrelated, especially FIG/APPLEs – positive response to the TLC – merging TLC + Assessment = IE  Voted to endorse/investigate further  IE reports to Education Committee? Needs to include student services as well as instruction | Send to Assessment Committee |
| 1. Report: TLC and budget | POP completed, shared positive feedback, FIGs/APPLEs in progress, DARTs planned for next semester  Budget details still unknown | Chair still needs training for travel process, budget access |
| 1. approvals |  |  |
| 1. faculty  mentoring (revision) | Some members objected to stipends – suggested PD finds a way to support mentoring without $. | Proposal leads requested to come to next meeting to discuss further. |
| 1. Conference   (E4FC)   * Clark (staff) * Vo (staff) * Mabry (faculty) * Martinez (faculty) * Brion (faculty) | All approved; Title III. $77 each for reg and dinner. | Travel forms etc. |
| 1. Reimbursement for class: "Presenting Data and Information" by Edward Tufte   (Hoshida) | Request withdrawn |  |
| 1. Conference: Visual Studio Live including Web Development Live (Dunlop) | Approved (PFT $) | Travel forms etc. |
| 1. Revisions and Approval of Agenda for flex days | “Putting the Community in Community College”  Food subcommittee: Louisa, Carol, Cora, Ramona  $600 approved (later amended) | Secure food for Thursday 1/16 |
| 1. Revisit committee charge description for shared governance manual, contribution to goals matrix | tabled |  |
| 1. Other |  |  |