

## **Professional Development Review Committee**

### **AGENDA**

Meeting Date: February 27, 2007

Place: Library classroom

#### **I. Meeting called to order**

##### **Roll Call**

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

#### **II. Approval of last meeting**

#### **III. Old business**

A. Professional Development Day: February 19, 2007

#### **IV. New business**

A. Tuition Assistance

#### **V. Summary**

VI. Date/time/place of next meeting: Tuesday, March 27, 2007 2:00 pm,  
Library classroom

#### **VII. Adjournment:**

## **Professional Development Review Committee**

### **AGENDA**

Meeting Date: April 10, 2007  
Place: Library classroom

#### **I. Meeting called to order**

##### **Roll Call**

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

#### **II. Approval of minutes from last meeting**

#### **III. Old business**

- A. Professional Development Day: February 19, 2007
- B. Update website
- C. End of year report.

#### **IV. New business – No new business.**

#### **V. Summary**

VI. Date/time/place of next meeting: Thursday, April 26, 2007, Library classroom

#### **VII. Adjournment:**

Professional Development Review Committee  
August 15, 2006  
Agenda

I. Call to Order

II. Goals and objectives

III. Standard Operating Procedures

IV. Status report on FY 06 funds

V. Faculty Development Day – Oct. 9, 2006

Next meeting: Tuesday, August 22, 2006. Rm C-2, 2:00pm

## Professional Development Review Committee

### Agenda

Meeting Date: August 29, 2006  
Place: Room C21

I. Roll Call:

Tico Tenorio (chair)	
Vera De Oro	
Cathy Leon Guerrero	
Christine Matson	
Robert (Bob)Neff	
Karen Sablan	

II. Approval of prior minutes

III. Update on action items

A. Request for extension deadline on SOP's

IV. New Business

- A. Tuition assistance:
- B. Professional Development Activities

V. Old Business

- A. Goals and Objectives –
- B. Standard Operating Procedures – Request to Oversight Chair to extend deadline still pending.
- C. Status report of FY 06 funds
- D. Faculty Development Day subcommittee
- E. Criteria subcommittee

VI. Next meeting – Tuesday, Sept. 5, 2006, 2:00pm, Library Classroom

VII. Adjournment –

Prepared by: Vera DeOro



## Professional Development Review Committee

### AGENDA

Meeting Date: September 19, 2006  
Place: Room: Library

#### I. Roll Call:

Tico Tenorio (Chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Bob Neff	Present
Karen Sablan	Present

#### II. Approval of prior minutes

#### III. Old Business

A. Faculty Development Day Update

B. Criteria subcommittee update

C. Standard operating procedures

#### IV. New Business

#### V. Summary

#### VI. Next meeting: Sept. 26, 2006, 2pm, Library classroom

#### VII. Adjournment

Prepared by: Vera De Oro

## **Professional Development Review Committee**

### **AGENDA**

Meeting Date: Nov. 9, 2006  
Place: Library classroom

#### I.

##### Roll Call

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

#### II. Approval of Nov. 3 meeting

#### III. Old business

- A. Standard Operating Procedures
- B. Application Forms
- C. Available Funding
- D. Klem Kio

#### IV. New business

- A. Professional Development Activities
- B. Faculty Development Day: February 19, 2007
  - 1. Faculty Senate
  - 2. Guest Speaker
  - 3. Recommendations:

#### V. Summary

VI. Date/time/place of next meeting: Tuesday, November 21, 2006, 2:00 pm,  
Library classroom

#### VII. Adjournment:

## **Professional Development Review Committee**

### **AGENDA**

Meeting Date: Nov. 21, 2006  
Place: Library classroom

#### **I.**

##### **Roll Call**

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

#### **II. Approval of Nov. 9 meeting minutes**

#### **III. Old business**

- A. Standard Operating Procedures
- B. Application Forms
- C. Professional Development Day

#### **IV. New business**

- A. Professional Development Activities

#### **V. Summary**

#### **VI. Date/time/place of next meeting: Thursday, Dec 7, 2:00 pm, Library classroom**

#### **VII. Adjournment:**



## Professional Development Review Committee

### MINUTES

Meeting Date: February 27, 2007  
Place: Library classroom

#### I. Meeting called to order at 2:00 pm

##### Roll Call

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

II. Approval of last meeting tabled. Most recent meetings were planning meetings for Professional Development Day, where minutes were not taken.

#### III. Old business

##### A. Professional Development Day: February 19, 2007

1. Report will need to be written. Tico requested members to submit observations and recommendations for final report. Areas that was discussed was on building and room reservations. Rooms should be unlocked and computers booted up and ready for presentations. Get feedback from Wes Gima and Elaine Fejeran. Clarification on breakdown of furniture in Multipurpose room should be made.
2. Survey on overall Professional Development Day should be taken to get feedback and suggestions from faculty and administration. This will be useful in planning fall PDD. Karen and Tico will work on writing and sending survey.

#### IV. New business

##### A. Tuition Assistance

1. Terry Kuper - Returned, application not complete.
2. Lisa Baza Cruz – Approved. Karen made motion to approve, Christine seconded.

The financial situation the college faces was discussed. At issue was whether committee should continue to accept and approve application since there is a freeze on all travel and tuition assistance. Karen made a motion that PDRC will continue to accept, review, approve/disapprove all submitted applications.

Committee chairperson will hold approved applications pending release of funds.  
Bob seconded motion. Motion passed.

New application forms should be used. Tico will send email reminding how to access applications.

V. Summary

VI. Date/time/place of next meeting: Tuesday, March 27, 2007 2:00 pm,  
Library classroom

VII. Adjournment: 3:45pm

## Professional Development Review Committee

### MINUTES

Meeting Date: April 10, 2007  
Place: Library classroom

#### I. Meeting called to order at 2:35 pm

##### Roll Call

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

#### II. Approval of minutes from last meeting - APPROVED

#### III. Old business

##### A. Professional Development Day: February 19, 2007

1. Report will be included in end of year report.
2. Survey on Professional Development Day will be done in August when the new school year starts. Teachers will be able to give input on topics of interests that they would like to see presented.

##### B. Update website – SOP is on website. Minutes and new forms need to be online. This activity to be carried over to next year.

##### C. End of year report.

Tico reported and shared template for the end of year report. Committee discussed the sections of the report and members will be responsible for compiling individual sections. Finalizing report will be discussed at next meeting.

#### IV. New business – No new business.

#### V. Summary - Tico reported that no change in finance situation. Committee work will focus on end of year report.

#### VI. Date/time/place of next meeting: Thursday, April 26, 2007, Library classroom

#### VII. Adjournment: 3:45pm

Professional Development Review Committee  
August 15, 2006 Minutes

I. Minutes recorded by Vera S. De Oro

Meeting was called to order by Tico Tenorio, Chairperson, at 2:00pm, in Library Classroom. Members present: Vera De Oro, Cathy Leon Guerrero, Bob Neff, Christine Matson, Jan Milligan, Karen Sablan, Tico Tenorio. Guests: John Armstrong, Dave Moran.

II. Goals and objectives

To help current members develop goals and objectives for PDRC SY 06-07, the following documents were distributed: PDRC '05-'06 End of Year report from Steve Lam, SY05-06 Standard Operating Procedures, and PDRC description/responsibilities as outlined in GCC –BOT contract.

Discussion for developing goals and objectives revolved on establishing set criteria to evaluate applications and addressing committee responsibilities outlined in contract

b. Responsibilities

(2) Facilitate activities and scholarship support professional growth by faculty. Question – is PDRC for individual faculty development or to meet needs of the department?

Bob Neff and Karen Sablan expressed that funding for professional development should be closely connected to department goals and objectives and college assessment only. Tico Tenorio addressed funding for GCC teachers in their capacity as advisors for student clubs. By doing so, it meets the contract criteria of “promoting professional congruent with the mission, vision, and needs of the College...” Concerns were brought up that faculty members may be discouraged from applying for professional development because department missions may not connect with individual professional development needs and desires. Vera De Oro stated that she is attached to English Dept., but works full time with Adult Education. Dave Moran commented that faculty members may have interpersonal/professional differences with their respective dept. chairpersons, therefore may not receive the crucial support of the dept. chairperson for the application to progress further.

In further review of responsibilities of PDRC as cited in newly ratified contract, the committee shall:

(a) respond to professional development priorities established by the College. Questions were raised what the priorities are, who sets them, how do we get the list of professional development priorities.

Karen Sablan suggested the following as the goal and objective for PDRC '06-'07:

To ensure faculty are equipped with the necessary professional skills and knowledge to effectively and efficiently accomplish the goals and objectives of the College, their School and their department.  
Committee agreed to start thinking and developing goals/objectives and SOP after being able to read received documents and finalize during next meeting.

### III. Standard Operating Procedures

Tico moved and committee agreed to use existing SOP to process submitted applications using FY 06 funds

### IV. Status report on FY 06 funds

Tico reported per Steve Lam, there is \$9710.01 balance. Committee has to review requests from Terry Kuper (\$200, tuition reimbursement) and Barb Mafnas (\$2000). Announcement will be made opening application period for faculty to apply for professional development, deadline on August 23. FY 06 funds must be encumbered by Sept. 8, with requisitions submitted to Materials Management by that date.

### V. Faculty Development Day – Oct. 9, 2006

Questions on suggested activities, format, Senate organization presentation were brought up. Karen stated that HR has shared an interest to hold mandatory training on that day. John Armstrong suggested using funds to provide nourishment for event. Karen also suggested that a sub committee be formed to plan and organize this event.

Next meeting: Tuesday, August 22, 2006. Rm C-2, 2:00pm

## Professional Development Review Committee

### MINUTES

Meeting Date: August 29, 2006  
Place: Room C21

Meeting called to order at 2:00pm

#### I. Roll Call:

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Absent (mtg. at Dept. of Labor)
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

Chair recommended and members agreed to amend agenda, moving old business to end of agenda in order to first discuss New Business (pending applications for tuition assistance and professional development).

#### II. Approval of prior minutes

August 15, 2006 minutes were approved with minor corrections. Motion made by Rob Neff, seconded by Karen Sablan.

August 22, minutes – tabled

#### III. Update on action items

##### A. Request for extension deadline on SOP's

Tico reported making a verbal request to extend deadline to Lisa Baza-Cruz. Final decision is pending. Chair will follow up.

#### IV. New Business

##### A. Tuition assistance:

1. Terry Kuper (two applications) –Approved
2. Karen Sablan – Approved

##### B. Professional Development Activities

1. Susan Seay (November 30 – December 2, 2006) – Approved
2. Karen Sablan (October 6 – 8, 2006) –Approved
3. Klem Kio (November 3 – 10, 2006) – Table for consideration until next deadline, Sept. 26, 2006. Motion made by Karen, 2<sup>nd</sup> by Vera.

#### V. Old Business

##### A. Goals and Objectives – Tabled

##### B. Standard Operating Procedures –

Request to Oversight Chair to extend deadline still pending.

##### C. Status report of FY 06 funds

Chair reported that there may be a possible discrepancy between last year's Chair financial report and Material Management detail report. Tico reported that Steve Lam believes that a double reimbursement was made to a certain individual. Estimate of discrepancy is \$15000. Action: Tico and Vera to see Grace in Material Management.

D. Faculty Development Day subcommittee

Members include Tico Tenorio, Vera De Oro, Christine Matson.

E. Criteria subcommittee

Members include Karen Sablan and Bob Neff.

VI. Next meeting – Tuesday, Sept. 5, 2006, 2:00pm, Library Classroom

VII. Adjournment – 3:45pm

Prepared by: Vera DeOro

## Professional Development Review Committee

### MINUTES

Meeting Date: September 19, 2006

Place: Room: Library

Meeting called to order at 2:00 p.m.

#### I. Roll Call:

Tico Tenorio (Chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Bob Neff	Present
Karen Sablan	Present

#### II. Approval of prior minutes August 29, 2006 - September 14, 2006 - TABLED

#### III. Old Business

- A. Faculty Development Day Update  
Progress report given by chair.  
Action plan/responsibilities outlined.
- B. Criteria subcommittee update  
TABLED
- C. Standard operating procedures  
Continue revision by members.

#### IV. New Business

Applications distributed for review and ready for action on next meeting.

#### V. Summary

Report by Chair.

#### VI. Next meeting: Sept. 26, 2006, 2pm, Library classroom

#### VII. Adjournment – 3:30 p.m.

Prepared by: Vera De Oro



## Professional Development Review Committee

### MINUTES

Meeting Date: Nov. 9, 2006  
Place: Library classroom

#### I. Meeting called to order at 3:00 pm

##### Roll Call

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

#### II. Approval of Nov. 3 meeting approved.

#### III. Old business

- A. Standard Operating Procedures – Tico reported:
- PDRC page now posted on Faculty Senate site.
  - Will be sending email to faculty – reminder of deadlines, link to SOP.
  - Working with Joleen Evangelista to help understand and communicate the routing of PDRC applications through the administrative/procurement process.
- ACTION – Vera will work with Elaine to get minutes posted on PDRC page.
- B. Application Forms – Karen reported following changes:
- Separate application forms
  - professional development funds - 8 pages;
  - tuition assistance 2 pages.
  - Remove deans signature to second page, reduce need for dean to sign twice. Members preferred to see signature in front cover page.
  - Added page numbers.
  - ACTION – Karen will finalize forms and present at next meeting.
- C. Available Funding – Tico reported:
- Working with Grace to get actual balance in account. Issues: reimbursement of PDRC funds from T.K. (pay back clause); double payment – reimbursement from C.L.
- D. Klem Kio – tabled.

#### IV. New business

##### A. Professional Development Activities

1. Terry Kuper - Approved at 100%.
2. Bill Korenko request for additional funding – TABLED. Tico to talk to Liz Aquino.

##### B. Faculty Development Day: February 19, 2007

###### 1. Faculty Senate.

Discussion on memo from Lisa Baza-Cruz regarding Oct. 19, 2006 Professional Development Day evaluations and attendance of faculty attendance for whole day.

ACTION: Tico to invite Frank Blaz to next meeting to discuss.

ACTION: Cathy to give evaluations to Christine, who will compile data.

###### 2. Guest Speaker – Committee is receptive to Dr. Rider's recommendation of Dr. John O'Brien. Committee needs more info and support from Dr. Rider's office – logistics, costs.

Collaboration with Continuing Education discussed briefly.

ACTION: Tico will talk to Dr. Rider for more input.

###### 3. Recommendations:

ACTION: Christine to draft Call for Proposal for faculty wishing to present.

#### V. Summary

SOP, checklist, and forms are near completion. The number of applications being turned in have slowed down. Committee to continue planning for Feb. 19 professional development day.

#### VI. Date/time/place of next meeting: Tuesday, November 21, 2006, 2:00 pm, Library classroom

#### VII. Adjournment: 4:10pm

## Professional Development Review Committee

### MINUTES

Meeting Date: Nov. 21, 2006  
Place: Library classroom

#### I. Meeting called to order at 2:00 pm

##### Roll Call

Tico Tenorio (chair)	Present
Vera De Oro	Present
Cathy Leon Guerrero	Present
Christine Matson	Present
Robert (Bob)Neff	Present
Karen Sablan	Present

Guests: Dr. John Rider, Frank Blaz (Faculty Senate)

Agenda amended for discussion regarding Professional Development Day issues and activities.

#### October Professional Development Day Process and Assessment

- Tico reported that evaluations were given at each session. Data is currently being analyzed and will be passed on to Senate when completed. Overall, evaluations were positive.
- Frank expressed importance of mandatory attendance. Dr. Rider expressed discomfort with the word, "mandatory." Contractually, GCC cannot make the event mandatory. Frank stated that Senate will be responsible of taking attendance during the Feb. 19 Professional Development Day.
- John O'Brien, PhD, Keynote Speaker for Prof. Day.
  - Possible topics: strategic planning, visioning, institutional goal setting, Millennium Student – the Next Generation Student; Mechanics of Prof. Development, Writing across the curriculum.
  - Dr. Rider projected \$10,000 - \$15,000. budget for hosting Dr. O'Brien. Costs will be shared with President.
  - Travel/lodging logistics will be administration's responsibility.
  - PDRC will be responsible for planning day's schedule. Suggestions were made to have 2 plenary sessions, with smaller break out sessions.
- PDRC division of funding among faculty and departments. Issue that the same faculty and departments take advantage of PDRC funds and attend the same conference year after year. Dr. Rider suggested departments start talking about needs, Invite dept. chairs to talk about planning for dept. needs and how PDRC can help meet those goals/needs.

II. Approval of Nov. 9 meeting minutes - Approved.

III. Old business

- A. Standard Operating Procedures – Tico reported:
  - Will be sending email to faculty – reminder of deadlines, link to SOP.
  - SOP completed and posted.
- B. Application Forms – Karen reported:
  - Karen finalized and presented final copy of forms.
  - ACTION: Vera will use new forms to apply for PDRC.
- C. Professional Development Day: Monday, Feb. 19, 2007
  - Issues discussed earlier with Frank Blaz and Dr. Rider.
  - Surveys from last PDD were given to Christine.
  - Christine drafted Call for Proposal for faculty wishing to present.  
ACTION: Tico will send out to faculty.
  - Vera recommended door/raffle prizes to hold faculty for whole day.  
ACTION: Cathy and Vera to solicit.

IV. New business

- A. Professional Development Activities
  - 1. Terry Kuper - Approved at 100%.

V. Summary

Next deadline is Nov. 29.

Committee to continue planning for Feb.19 PDD.

VI. Date/time/place of next meeting: Thursday, Dec 7, 2:00 pm, Library classroom

VII. Adjournment: 3:45 pm