

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
January 8, 2010
1:00 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09, 12/10/09 (tabled)
- III. New Business
 - A. Need new member from TSS and Secretary
 - B. Issues
 - 1. ACCJC- Saipan trip- 2/26-27/10
 - 2. Back-to-Back conference
 - 3. Paying for textbooks
- IV. Next meeting: January 22, 2010- to discuss applications, can we meet earlier?
- V. PDD meeting

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
January 15, 2010
1:00 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09, 12/10/09, 1/8/10
- III. New Business
 - A. Mid-term Report
 - B. \$\$\$\$
 - C. Brown bag sessions
 - D. Sarah LG
 - E. Memo to Sarah
- IV. Old Business
 - A. New Member
 - B. Clare's letter- Accreditation
 - C. Paying for textbooks
- V. Next meeting: January 22, 2010, 1pm

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
January 22, 2010
1:00 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09, 12/10/09, 1/8/10, 1/15/10
- III. Financial Report
- IV. New Business
 1. PDRC applications:
 - Yvonne Tam- 3 TA applications
 - Heesuk Lee
 - Doreen Blas
 - Theresa Datuin
 - GCC Open Campus Day
 - Clare Camacho
 - Sally Sablan
 2. Meeting w/Senate-
 - process, guidelines, expenditures
- V. Old Business
 1. Brown Bags: 2/18 (Th) & 3/24 (W) @ 3:30pm
4/9 (F) @ 10 am
- VI. Next PDRC meeting: February 12, 2010
- VII. Adjournment

*Tobeen
Doreen*

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
January 29, 2010
1:00 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09, 12/10/09, 1/22/10
- III. Meeting with Faculty Senate
- IV. Accounting
- IV, New Business
 - 1. Mike Setzer
 - 2. Deadline for applications
- V. Old Business
 - 1. Brown Bags: 2/18 (Th) & 3/24 (W) @ 3:30pm
4/9 (F) @ 10 am
- VI. Next PDRC meeting: February 12, 2010
- VII. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
February 5, 2010
1:00 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09, 12/10/09, 1/22/10, 1/29/10
- III. Meeting with Carmen
- IV. Financial Update- \$8,000
- IV, New Business
 - 1. Clare- \$3.82
 - 2. Union Contract submissions: 2/19/10
- V. Old Business
 - 1. Brown Bags: (Is there a need?)
 - 2/18 (Th, 3:30 pm)- Robin, Cathy, Joleen & Vangie
 - 3/24 (W 3:30pm)- Yvonne, Joleen & Doris
 - 4/9 (F, @ 10 am)- Patty, Wilson, Joleen & Rosie
- VI. Next PDRC meeting: February 12, 2010 – Where earlier?
- VII. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
February 12, 2010
1:30 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09, 12/10/09, 1/22/10, 1/29/10, 2/5/10
- III. Financial Update
- IV. New Business
 - Zhaopei Teng:
 - MCAS Certification Training
 - International Conference on Teaching & Leadership Excellence
 - Patricia Terlaje
 - American School Counseling Conference
 - Theresa Datuin
 - National Science Teacher Association Annual Conference
 - National Association for Research in Science Teaching Annual Conference.
 - Rose Nanpei
 - American School Counseling Conference
 - Hemalin Analista
 - American School Counseling Conference
- V. Old Business
 - 1. Union Contract
 - 2. Brown Bags:
 - 2/18 (Th, 3:30 pm)- Robin, Cathy, Joleen & Vangie
 - 3/24 (W 3:30pm)- Yvonne, Joleen & Doris
 - 4/9 (F, @ 10 am)- Patty, Wilson, Joleen & Rosie
- VI. Next PDRC meeting: February 26, 2010 – FSO
- VII. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
March 12, 2010
1:00 p.m.

- I. Call to Order
- II. Minutes: 2/5/10, 2/12/10
- III. Financial Update
- IV. New Business
 - Zhaopei Teng:
 - International Conference on Teaching & Leadership Excellence
- V. Old Business
 - 1. Union Contract- Deadlines
 - 2. Brown Bags:
 - 3/24 (W 3:30pm)- Yvonne, Joleen & Doris
 - 4/9 (F, @ 10 am)- Patty, Wilson, Joleen & Rosie
- VI. Next PDRC meeting: March 26, 2010 – FSO
- VII. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA

August 28, 2009
10 a.m.

1. Approval of minutes, August 21, 2009
Minutes must be posted 3 days after approved.
Agenda must be posted 3 days before meeting
2. Chair Elect & Secretary

3. Committee meetings- dates and time

Deadline for Applications	Meeting dates
Thursday 09/03/09	Friday, 9/11/09
Thursday, 10/01/09	Friday, 10/09/09
Thursday, 11/05/09	Friday, 11/13/09
Thursday, 12/03/09	Friday, 12/11/09
Friday, 01/08/10	Friday, 01/15/10
Thursday, 02/04/10	Friday, 02/12/10
Thursday, 03/04/10	Friday, 03/12/10
Thursday, 04/01/10	Friday, 04/09/10
Thursday, 04/22/10	Friday, 04/30/10

4. Review and Adoption of Internal Operating Procedures and Code of Professional Ethics, By-laws and Goals
5. Professional Development Day- October 12
Do we need to survey faculty?
 - a. 1 shared/ 1 just w/faculty
 - b. No shared
 - c. Status Quo

6. Next meeting date, place and time

Guam Community College
Professional Development Review Committee
PDRC

AGENDA

September 4, 2009
12 p.m.

1. Approval of minutes, August 21, 2009
August 28, 2009
2. Chair Elect
3. Meeting with Barry
4. Review and Adoption of Internal Operating Procedures
and Code of Professional Ethics, By-laws and Goals
5. Professional Development Day- October 12
 - i. PDRC workshop
 - ii. Assignments
6. Other
7. Next meeting date, place and time

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
September 11, 2009
12 p.m.

- I. Call to Order
- II. Approval of minutes: August 21, 2009
August 28, 2009
September 4, 2009
- III. Old Business
 - A. Approval of IOP
 - B. Non PDRC funded applications
- IV. New Business (1:00 pm)
 - A. Professional Development Day (10/12) 4 weeks to go
 - 1. Theme
 - 2. Sub-committees
 - a. Patty- Call for proposals, Confirmation of presenters
 - b. Julie- food
 - c. Cathy- press release, inform senate, PD workshop
 - d. Yvonne- reserve rooms D-wing, enlist student assistance
 - e. Robin- create and post signs, set up room,
 - f. Wilson- reserve tech center, set up pa system.
 - 3. Admin: sign in sheets, evaluations (distribution & compilation), certificates of appreciation, program??
 - B. Distribute Tuition Assistance request.
- V. Next meeting
- VI. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
September 18, 2009
1 p.m.

- I. Call to Order
- II. Approval of minutes: September 11, 2009
- III. Old Business
 - A. IOP- Need signatures
 - B. Professional Development Day (10/12) 3 weeks to go
 - 1. Theme- "Moving Beyond Status Quo"
 - 2. Guest Speaker???
 - 3. Sub-committees
 - a. Patty- Call for proposals, Confirmation of presenters
 - b. Julie- food
 - c. Cathy- inform senate, PD workshop
 - d. Yvonne- reserve rooms D-wing, enlist student assistance
 - e. Robin- create and post signs, set up room, certificates of appreciation
 - f. Wilson- reserve tech center, set up pa system.
 - g. Michelle- sign in sheets, evaluations (distribution & compilation), program, door prizes, English
- V. New Business
 - A. PDRC application
 - B. PDRC applications
 - C. Funds available
- III. Next meeting: Friday, 9/25/09- 12 pm- to discuss PDD
1 pm- to discuss PD applications
- VI. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
December 4, 2009
3:30 p.m.

- I. Call to Order
- II. Minutes: 11/25/09
- III. New Business
 - A. PD applications- Eric Chong
 - B. Travel Policies
- IV. Old Business
 - A. Contract
 - B. PDD
 - 1. Theme
 - 2. Keynote Speaker
 - 3. Agenda. Call for Presenters
- V. Next meeting: 12/ /09, time
- VI. Adjournment

Guam Community College
Professional Development Review Committee
PDRC

AGENDA
December 10, 2009
2:00 p.m.

- I. Call to Order
- II. Minutes: 11/25/09, 12/4/09
- III. Old Business
 - A. Theme (We won't leave till we come up with one!)
 - B. Agenda
 - C. President's remarks/Keynote Speaker
 - D. Giveaways
 - E. Workshops
 - F. Clare's request
 - G. Responsibilities
 - 1. Registration/Sign out
 - 2. Keynote
 - 3. Agenda
 - 4. Room Reservations/Signs
 - 5. Multimedia/
 - 6. Certificates/Packets for presenters
 - 7. Food/PA system
 - 8. Setting up/breaking down
 - 9. Student Volunteers
- IV. Next meeting:
- V. Adjournment

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
January 8, 2010

- I. Call to Order
 - a. Meeting called to order at 1:00 p.m. in Faculty Senate Office.
 - b. Members Present: C. Leon Guerrero, P. Terlaje, W. Tam, and Yvonne Flores.
 - c. Absent: Robin Roberson
- II. Approval of minutes from last meeting.
 - a. Approval of minutes tabled until next meeting.
- III. New Business
 - a. PDRC Membership
 - i. J. Stein resigned from College.
 - ii. Union will be recruiting for a new PDRC member.
 - iii. Y. Flores volunteered to be Secretary.
 - b. Institutional Priorities for Professional Development Activities Memo
 - i. Reviewed memo from President Okada.
 - ii. C. Leon Guerrero will request dissemination to Faculty.
 - c. IOP – Committee stands by only approving one off-island trip per faculty.
 - d. PDRC Inquiry - Back-to-Back conferences. Members agreed to review. Applicants must still submit application for approval.
 - e. Paying for Textbooks – Tabled until next meeting.
- IV. Next Meeting: January 15, 2010, 1:00 p.m., Faculty Senate Office
- V. Adjournment: 1:55 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
January 15, 2010

- I. Call to Order
 - a. Meeting called to order at 1:10 p.m. in Faculty Senate Office.
 - b. Members Present: C. Leon Guerrero, P. Terlaje, W. Tam, Yvonne Flores, and Robin Roberson
- II. Approval of minutes from last meeting.
 - a. Approval of minutes tabled until next meeting.
- III. New Business
 - a. Midterm Report – Committee members reviewed for input and provided recommendations for additions to the report.
 - b. PDRC Balances – Reviewed remaining balances.
 - c. Brown Bag Sessions – C. Leon Guerrero shared idea of brown bag sessions to assist faculty in applying for PDRC. Session dates will be posted on MyGCC.
 - d. S. Leon Guerrero's email inquiry – Chair will respond.
 - e. C. Camacho's memo inquiry – Chair will respond.
 - f. Paying for Textbooks – Members discussed and tabled until new academic year.
- IV. Next Meeting: January 22, 2010, 1:00 p.m., Faculty Senate Office
- V. Adjournment: 2:00 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
January 22, 2010

- I. Call to Order
 - a. Meeting called to order at 1:05 p.m. in Faculty Senate Office.
 - b. Members Present: C. Leon Guerrero, P. Terlaje, W. Tam, Yvonne Flores, and Robin Roberson
- II. Approval of minutes from last meeting.
 - a. Approval of minutes with revisions: January 8, January 15, and January 21.
- III. Financial Report
 - a. Members reviewed. Chair will verify with Accounting.
- IV. New Business
 - a. PDRC Applications
 - i. Discussed PDRC applications.
 - ii. Chair will report to each applicant.
 - b. Meeting with Faculty Senate.
 - i. C. Leon Guerrero and P. Terlaje will meet with Faculty Senate on Monday, January 25, 2010.
- V. Old Business
 - a. Brown Bag Session Schedule:
 - i. February 18: C. Leon Guerrero and Robin Roberson
 - ii. March 24: Yvonne Flores
 - iii. April 19: Wilson Tam and Patty Terlaje
 - iv. Chair will also invite Joleen Evangelista and Doris Manibusan.
- VI. Next Meeting: January 29, 2010, 1:00 p.m., Faculty Senate Office
- VII. Adjournment: 1:55 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
January 29, 2010

- I. Call to Order
 - a. Meeting called to order at 1:03 p.m. in Faculty Senate Office.
 - b. Members Present: C. Leon Guerrero, W. Tam, Yvonne Flores, and Robin Roberson
- II. Approval of minutes from last meeting.
 - a. Approval of minutes with revisions.
- III. Meeting with Faculty Senate
 - a. Chair reported on meeting with Faculty Senate on January 25, 2010.
- IV. Accounting
 - a. Chair will meet with staff Accountant to determine an accurate account balance.
- V. New Business
 - a. PDRC Applications
 - i. Chair will respond to email inquiries to direct faculty to seek prior approval from their Dean.
 - ii. Chair and members will continue to encourage faculty members to apply for professional development activities.
 - iii. Chair will continue to send PDRC application deadline reminders to PIO for posting in MyGCC.
- VI. Old Business
 - a. Brown Bag Sessions:
 - i. Members agreed to continue with Brown Bag sessions to assist faculty members with the PDRC application process.
- VII. Next Meeting: February 5, 2010, 1:00 p.m., Room TC1102
- VIII. Adjournment: 1:35 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
February 12, 2010

- I. Call to Order
 - a. Meeting called to order at 12:12 p.m. in TC1106.
 - b. Members Present: Cathy Leon Guerrero, Patty Terlaje, Wilson Tam, Yvonne Flores, and Robin Roberson
- II. Approval of minutes from last meeting.
 - a. Approval of January 29, 2010 minutes.
- III. Financial Update
 - a. Chair reported on meeting with Carol Guerrero, Staff Accountant.
 - b. Chair reported on ongoing PDRC account issues.
- IV. New Business
 - a. PDRC Applications
 - i. Discussed PDRC applications. Chair will report to each applicant.
 - ii. Chair and members will continue to encourage faculty members to apply for professional development activities.
 - iii. Chair will continue to send PDRC application deadline reminders to PIO for posting in MyGCC.
- V. Old Business
 - a. Union Contract
 - i. Discussion on PDRC recommendations to the Union Contract. Chair requesting any PDRC recommendations by Tuesday, February 16, 2010, 3:30 p.m.
 - b. Brown Bag Sessions:
 - i. Reminder: 1st Brown Bag session Thursday, February 18, 2010 in the Faculty Senate Office. Robin Roberson, Cathy Leon Guerrero, Joleen Evangelista and Vangie Aguon will present.
- VI. Next Meeting: February 26, 2010, 1:00 p.m., Faculty Senate Office
- VII. Adjournment: 1:30 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
March 12, 2010

- I. Call to Order
 - a. Meeting called to order at 1:05 p.m. in Faculty Senate Office
 - b. Members Present: Cathy Leon Guerrero, Patty Terlaje, Yvonne Flores, and Robin Roberson
 - c. Absent: Wilson Tam (schedule conflict)
- II. Approval of minutes from last meeting.
 - a. Approval of February 12, 2010 minutes.
- III. Financial Update
 - a. Chair reported on account balance as of March 2, 2010.
 - b. FOAP number to be added to approval memo.
- IV. New Business
 - a. PDRC Applications
 - i. Discussed PDRC application. Chair will report to applicant.
 - b. February 2010 Professional Development Day (PDD) Survey
 - i. Will be posted online in MyGCC PDRC group.
 - c. February 2010 PDD Needs Assessment Survey
 - i. Patty Terlaje compiled the data and will create a graphic copy to be posted online in MyGCC PDRC group.
- V. Old Business
 - a. Union Contract – Review application deadlines???????
 - b. Brown Bag Sessions:
 - i. 1st Brown Bag session held on Thursday, February 18, 2010 in the Faculty Senate Office was successful.
 - ii. Reminder: 2nd Brown Bag session on Wednesday, March 24, 2010. Yvonne Flores, Cathy Leon Guerrero, Doris Manibusan and a representative from the Business Office will present.
- VI. Next Meeting: March 19, 2010, 1:00 p.m., Room 206
- VII. Adjournment: 1:30 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
March 19, 2010

- I. Call to Order
 - a. Meeting called to order at 1:12 p.m. in Room 206
 - b. Members Present: Cathy Leon Guerrero, Patty Terlaje, Wilson Tam, Yvonne Flores, and Robin Roberson
- II. Approval of minutes from last meeting.
 - a. Approval of March 12, 2010 minutes.
- III. Financial Update
 - a. Chair reported on account balance.
- IV. New Business
 - a. PDRC Applications
 - i. Discussed PDRC applications. Chair will report to each applicant.
- V. Old Business
 - a. Brown Bag Sessions:
 - i. Reminder: 2nd Brown Bag session scheduled for Wednesday, March 24, 2010. Yvonne Flores and Cathy Leon Guerrero will present.
 - ii. Reminder: 3rd Brown Bag session scheduled for Friday, April 9, 2010. Wilson Tam and Cathy Leon Guerrero will present.
- VI. Next Meeting: April 9, 2010, 1:00 p.m., Faculty Senate Office
- VII. Adjournment: 1:45 p.m.

Minutes prepared by: Yvonne Flores

Approved by: _____
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
August 21, 2009

- I. Call to Order
 - a. Meeting called to order at 2:10 p.m. in Room D8.
 - b. Members Present: Cathy Leon Guerrero, Patty Terlaje, Wilson Tam, Yvonne Flores, Julie Stein and Yvonne Tam.
- II. New Business
 - a. Election of Cathy Leon Guerrero as Chairperson.
 - b. Chairperson to establish Internet Operating Procedures (IOP), Code of Professional Ethics, By-Laws and Goals working sessions to complete by deadline.
 - c. Brief discussion of Internal Operating procedures.
 - d. Invite Union representative to clarify PDRC's role.
 - e. Consult with Union representative on composition of committee members. One member has been moved to another school resulting in an inequality of members.
 - f. P. Terlaje distributed samples of Professional Development activities to review.
 - g. Brief discussion on upcoming Professional Development Day.
- III. Next Meeting: August 28, 2009, 10:00 p.m., C2 – Faculty Senate
- IV. Adjournment: 2:45 p.m.


Minutes prepared by: Yvonne Flores

Approved by: 
Cathy Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
August 28, 2009

- I. Call to Order
 - a. At 10:15 a.m. in Room C2 (Faculty Senate).
 - b. Members Present: C. Leon Guerrero, W. Tam, J. Stein
 - c. Absent: Y. Flores (emergency department meeting), P. Terlaje (sick leave)
- II. Approval of minutes last meeting.
 - a. Approval of minutes, September 28, 2009.
- III. Old Business
 - a. Chair-elect and secretary.
 - J. Stein volunteered to be secretary for the Committee.
 - b. Committee meetings – dates and time.
 - Tabled until next meeting.
- IV. New Business:
 - a. Review and Adoption of Internal Operating Procedures, Code of Professional Ethics, By-laws, and Goals.
 - b. Professional Development Day – October 12, 2009.
- V. Next Meeting: September 4, 2009 at 12:00 p.m. in C2, Faculty Senate Office.
- VI. Adjournment. 11:45 a.m.

Minutes prepared by: J. Stein

Approved by: 


Catherine Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
September 4, 2009

- I. Call to Order
 - a. At 12:15 p.m. in Room C2 (Faculty Senate).
 - b. Members Present: Y. Flores, C. Leon Guerrero, J Stein, and P. Terlaje.
Absent: W. Tam
- II. Approval of minutes last meeting.
 - a. Approval of minutes tabled until next meeting.
- III. Old Business
 - a. Chair-elect: P. Terlaje
 - b. Non-endorsement applications.
C. Leon Guerrero motioned that PDRC only review Professional Development applications using fund 12. P. Terlaje seconded it.
 - c. P. Terlaje motioned to approve the Internal Operating Procedures with revisions.
Seconded by C. Leon Gurerrero.
- IV. New Business:
 - a. Professional Development Day: October 12, 2009.
 - a. Professional Development Workshop
 - b. Assignments
 - c. Theme: Hidden Talents
 - b. Barry Mead
- V. Next Meeting: September 11, 2009 at 12:00 p.m. in C2 – Faculty Senate. Unless otherwise changed.
- VI. Adjournment. 2:00 p.m.

Minutes prepared by: Julie Stein

Approved by: _____



Catherine Leon Guerrero, Chairperson

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
September 11, 2009

- I. Call to Order
 - a. At 12:05 pm. in Room C2 (Faculty Senate).
 - b. Members Present: Y. Flores, C. Leon Guerrero, R. Roberson, W. Tam, P. Terlaje, and J. Stein
- II. Approval of minutes last meeting.
 - a. Approval of minutes: August 21, 2009, August 28, 2009, September 4, 2009.
Tabled until next meeting.
- III. Old Business
 - a. Members sign Internal Operating Procedures. P. Terlaje made a motion to approve the Internal Operating Procedures. C. Leon Guerrero seconded it.
 - b. Non PDRC funded applications
- IV. New Business: (1:00 p.m.)
 - A. Professional Development Day, October 12, 2009. 4 weeks to go.
 - 1. Theme – "Moving Beyond Status Quo". Members agreed.
 - 2. Sub-committees
 - a. Call for proposals / confirmation of presenters – P. Terlaje
 - b. Food – Seeking quotes from caterers – J Stein
 - c. Press release, inform senate, PD Workshop - C. Leon Guerrero
 - d. D wing, rooms reserved and enlist student assistance – Y. Flores
 - e. Create and post signs, set up room – R. Robertson
 - f. Reserve tech center and set up pa system – W. Tam
 - g. Sign in sheets, evaluations (distribution & compilation) – J. Muna
 - h. Program, guest speaker, and door prizes – M.Santos
 - B. Distribute Tuition Assistance request.
- V. Next Meeting: Friday, September 18, 2009 at 1:00 p.m. to discuss PDD and PD applications in C2, Faculty Senate Office.
- VI. Adjournment. 2:30 p.m.

Minutes prepared by: J. Stein

Approved by:


 10-30-09
Catherine Leon Guerrero, Chair

Guam Community College
Professional Development Review Committee (PDRC)
Meeting Minutes
September 18, 2009

- I. Call to Order
 - a. At 1:05 pm. in Room C2 (Faculty Senate).
 - b. Members Present: Y. Flores, C. Leon Guerrero, R. Roberson, W. Tam, P. Terlaje, and J. Stein
- II. Approval of minutes last meeting.
 - a. Approval of minutes, September 11, 2009.
Tabled until next meeting.
- III. Old Business
 - a. Members sign Internal Operating Procedures.
 - b. Professional Development Day, October 12, 2009
 1. Theme – "Moving Beyond Status Quo". Members agreed.
 2. Guest speaker?
 3. Sub-committees
 - a. Call for proposals / confirmation of presenters – P. Terlaje
 - b. Food – J. Stein. Seeking quotes from caterers.
 - c. Inform Senate / PD workshop – C. Leon Guerrero
 - d. Dwing, rooms reserved – Y. Flores
 - e. Create and post signs, set up room, certificates of appreciation – R. Robertson
 - f. Reserve tech center and set up pa system – W. Tam
 - g. Sign in sheets, evaluations (distribution & compilation) – J. Muna
 - h. Program and door prizes – M.Santos
- IV. New Business:
 - a. PDRC applications – motion to remove IFP by W. Tam. Seconded it by C. Leon Guerrero
 - b. PDRC applications – For tuition assistance, faculty should complete the course prior to submitting tuition reimbursement.
 - c. Funds available. Spent \$2400.00. Remaining balance \$3900.00 - \$2400.00 = \$1500.00. Include snack, cookies, assorted fruits, coffee, tea, and water.
- V. Next Meeting: Friday, September 25, 2009 at 12:00 p.m. to discuss PDD and 1:00 p.m. to discuss PD applications in C2, Faculty Senate Office.
- VI. Adjournment. 2:10 p.m.

Minutes prepared by: J. Stein

Approved by:

 10-30-09
Catherine Leon Guerrero, Chair