



Professional Development Committee
Minutes

Friday, 12/10/21

Zoom: <https://napavalley-edu.zoom.us/j/7179127587>

Committee Members: R. Bruggeman, M. Kronzer, K. Powell, E. Stafford, C. Roughley, C. Howe C. Shatto, M. Wood, A. Elizarraras, C. Trujillo

1. **Welcome (1 min)**
2. **Announcements and Public Comment (2 min)**
 - No public were present
2. **Adoption of the Agenda (1 min)**
 - The agenda was adopted without revisions
2. **Approval of Minutes from 11/19 (1 min)**
 - The minutes were approved without revisions
5. **Information Item- C. Trujillo (5 min)**
 - 5.1 Sabbatical AP meeting set for 12/14
 - Representatives from the committee will meet with administration to discuss AP sabbaticals revisions. This meeting is necessary after a year without movement on the AP sabbaticals revisions.
 - 5.2 Student panel 1st meeting update
 - The student panel is set for Spring 2022 Flex and represents a diverse group of students.
6. **Discussion items (65 min)**
 - 6.1 Reviewing Flex day 2022 agenda
 - The committee reviewed the agenda and approved the documentation. Additional directions were added for the convocation activity.
 - 6.2 Flex day presenter onboarding meeting/email
 - The committee created a brief onboarding message for Flex presenters to promote best practices and address common challenges with virtual presentations.
 - 6.3 Flex day evaluation questions
 - The committee reviewed the previous survey questions and paired it down to focus on actionable items. The intention is to identify faculty and staff professional learning needs that the committee can pursue.
7. **Action Items (10 min).**
 - 7.1 Professional development activity requests
 - There were no requests to review.
8. **Adjourn**