



Professional Development Committee

Minutes

Friday, 9/17/21

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. Elizararras, C. Trujillo

1. **Welcome (1 min)**
2. **Announcements and Public Comment (2 min)**
 - No public were present for comment
2. **Adoption of the Agenda for 9/17 (1 min)**
 - Agenda was adopted without revisions
2. **Approval of Minutes from 9/3/21 (1 min)**
 - Minutes were approved without revisions

5. **Information Item- C. Trujillo (10 min)**
 - 5.1 New SDC member
 - A member of the PDC volunteered to join the Staff Development Committee, with the first meeting pending
 - 5.2 Faculty and Staff “pivot” update
 - 5.3 Flex Day survey changes
 - The committee identified opportunities to condense the Flex Day surveys and streamline the process for faculty and staff
 - 5.4 Sabbatical Q& A, 9/17 at 12:30pm
 - The committee hosted a session for sabbatical applicants to review the process and receive guidance

6. **Discussion items (60 min)**
 - 6.1 Future PDC/PDL changes and the IEPI task force- Dr. Eileene Tejada
 - Dr. Tejada reviewed the IEPI grant fundamentals, including the process by which the IEPIE taskforce will collaboratively create a plan for utilizing the funds
 - 6.2 Committee priorities 2021-2022 and developing an internal handbook
 - The committee agreed to create a handbook to facilitate the onboarding of future members, as minimal guidelines are currently available
 - 6.3 Guidelines and reminders for the 2021 sabbatical application review process
 - The committee discussed the current sabbatical materials and process; changes to the process are still pending approval

7. **Action Items (10 min).**

7.1 Professional development activity requests will be reviewed

- All of the results submitted were approved unanimously

8. **Future items (5min):**

- The committee will prioritize sabbatical applications in upcoming meetings

8. **Adjourn**