

PROFESSIONAL DEVELOPMENT & RECOGNITION COMMITTEE
MEETING MINUTES
October 16, 2014

- I. CALL TO ORDER:** C. Dougherty called the meeting to order at 9:07 am.
- II. ROLL CALL:** Members present: Clint Dougherty, Christina Calderon, Megan Freeland and Alec Bawden
- III. DISCUSSION:**
- C. Dougherty provided a copy of the previous Professional Development Goals for 13/14. One of the tasks of the committee will be to identify professional development opportunities.
 - C. Dougherty stated that a Professional Development Plan needs to be put in place, this will be one of the committee's tasks. He will bring some examples from other schools for our review at the next meeting.
 - The committee members had a discussion about collecting and tracking travel requests as documentation of professional development that has taken place.
 - The committee members had a discussion about adding an evaluation survey to in-house professional development meetings.
 - C. Dougherty stated that we need to gather information on mandated training that certain staff must do, for instance M&O OSHA Training, to ensure that it is being done. C. Dougherty also stated that we need to track equity among staff to ensure all member receive professional development training.
 - C. Dougherty tasked C. Calderon with asking the classified staff to identify areas of need in regards to professional development. He stated that the district is planning a professional development training for classified employees sometime during Classified School Employee Week.
 - C. Dougherty stated that staff recognition is also a task of the committee and ideas need to be formed about how to do this for staff both internally and externally, ideas were discussed by the committee such as comment cards or birthday recognition. M. Freeland stated that recognition of adjunct faculty should also be addressed by the committee.
- IV. ADJOURNMENT:** The meeting was adjourned at 9:57pm.