Attendees: Walter Diaz, Casey Kensey, Chris Ambrosio, Karen Mason, Jackie Nelson, Amelinda Vazquez, Cliff Marrett, Bryce Crasper

Absent: Julie Alexander

1. Approval of minutes from 9/10/14 - Vazquez, Marrett (all in favor)

2. Updates
   a. University Professional Development Committee (Dr. Close)- Has reached out to committee for their availability. A meeting will be scheduled shortly.
   b. Website- Will need some updates to include funding form and minutes from past meetings (Karen will give Chris those missing minutes to add to the site).
   c. Survey Results- Chris passed out a yearend report containing graphs and data from the survey results between June 2013 and present. The committee requested the following changes:
      i. Change colors on “department” graph
      ii. Add names of participants so we know who learned what to use for the retreat
      iii. Change date range from June 2013- July 1, 2014
      iv. Add departments- Pride Room and Vice President of Student Affairs
   d. Reviews of TAs for professional development & survey- Ame/ Julie
      i. How do we capture “soft” professional development (when no TA was needed)? Committee talked about the possibility of asking facilitators of webinars and sessions to submit a roster of attendees to Dean.
      ii. Add link to professional development survey to website
      iii. The committee will be responsible to remind their areas to fill out the survey
      iv. When Karen sends out reminder emails each month, she will provide examples of past offerings that would constitute as professional development.
      v. Incentive- filling out the survey will ensure continuation of money staff can request for professional development opportunities.
   e. Needs Assessment Survey
i. Bryce will create a needs assessment survey and send out to the division this semester. Data collected will be used to plan the summer retreat and professional development offerings,

ii. Walter found a “needs assessment” survey created a few years back and gave to Bryce. Bryce also found a survey from another institution online and will use both to create the survey he will be distributing to the division.

3. Presenter for Divisional Staff Meeting- Suggestions
   a. VETS
   b. Eastern vs COPLAC schools
   c. Faculty partnership
   d. Pride Room
   e. Technology/ ITS- Steve Nelson

4. Professional Development Allocations/ Budget- 4 proposals were approved.
   a. Graduate students and grad interns can apply for funding. This needs to be discussed further for next year.
   b. Discussion was tabled and will be on the agenda for next meeting.

5. Outlook Calendar- Karen will take over and get all necessary information form PJ

6. Mentoring Program for New Staff- Ame and Casey. Hatef will step down from this initiative due to other commitments.

7. Publication for staff recognition- tabled

8. Sub Committee reports:
   a. Professional Development Offerings- Cliff and Bryce
      i. Something will be launched in the fall (possibly 1 webinar and 1 lunch and learn event)
      ii. Lunch and Learn series will be changed to either “Food for Thought” or “Learn a Bunch with Lunch” series
      iii. Some ideas for future professional development offerings included terminal degree offerings, recognition and coping with stress, multicultural support, faculty partnership
   b. Retreat- no updates. Committee will meet soon.

9. Next Meeting- Wednesday, Nov. 12

Minutes respectfully submitted by Casey Kensey