
Absent: Casey Kensey

1. Approval of minutes from 10/8/14 - Crapser, Vazquez (all in favor)

2. Updates
   a. Update from University Professional Development Committee – The committee met for the 2nd time and Walter gallantly stepped up to become chair. He said that a survey needs to be done and it is possible that this committee may use our survey as a model. There will be training needs for compliance issues. Collaboration with other areas such as the VETS Center may complement our committee.

   b. Website (updated minutes, agendas, ACPA & NASPA links - competencies, funding form needs ($250 vs. $150, DAS link) – Chris will have NASPA links to competencies put on the website. Jackie will fix the professional development request form to change the amount from $250 to $150.

   c. Survey Results – Chris has received approximately 50 survey responses since September 1st.

   d. Year-end report with recommended changes from last meeting – Chris will extract graphs to prepare a year-end report. Chris and Walter will meet to review formats for the report.

   e. Reviews of TAs for professional development & survey – Ami and Julie said that the review of TAs is going well but there seems to be a small number of people who are not good at responding to questions about whether or not a TA is actually for professional development.

   f. Assessment survey responses – Bryce collected 20 responses from the needs assessment email that went out on October 23rd. Most respondents thought that professional development is important. The survey was useful in finding out what people want and that they prefer to have many different topics offered.
3. Professional Development Allocations/Balance - There have been 5 requests for Professional Development Funds since the October meeting. Four have been approved and one has been taken off the table for now because funding from other sources had not been secured before petitioning our fund. There was also a concern about paying for meals rather than registration and travel costs.

4. Discussion on Pepin & Hutchinson proposals – The committee agreed to exclude meal costs when considering approval of professional development funds. The request from Diana Pepin was approved for registration fees only and the request from Christine Hutchison was approved for registration and mileage.

5. Outlook Calendar for Professional Development - Fawng Li recently changed editor permission from P.J. to Karen. No one has contacted Karen with items to add. Bryce and Cliff will email Karen with information to put on calendar.

6. Mentoring Program for New Staff – Ami & Casey met to create a draft of what a mentoring program would look like for new staff after their first two weeks of employment.

   a) Q&A sessions
   b) Professional development packet
   c) Have coffee with Ken Bedini and/or Walter Diaz
   d) Campus tour
   e) Lunch with student leaders
   f) Help with obtaining parking passes, ID cards, etc.

7. Publication for staff recognition/accolades – This item had been tabled. Walter thinks that this topic does not belong with the Professional Development Committee.

8. Sub Committee reports:
   a. Professional Development Offerings -
      i. A webinar has been planned for December 12th, “Necessary Steps: Roadmap to First Generation College Student Success”. More offerings will be in the Spring semester, possibly the first Wednesday of the month.
ii. Lunch and Learn series will begin in February with possible topics such as terminal degrees, wellness, and stress management.

iii. Walter may check into the possibility of requesting funds from the OPD for lunch or speakers.

b. Retreat: the retreat subcommittee updated the PD committee with suggestions for the retreat currently scheduled for May 20th.
   i. Rather than always using the Johnson Room, we will look into the possibility of using a residence hall’s meeting space.
   ii. Offer conference style options rather than single sessions
   iii. Possibility of other committees to present sessions
   iv. Walter to ask Stacey Close if he might have any funding for our retreat
   v. The retreat committee will meet to come up with a proposal of what the retreat might look like for Ken and Walter to approve

9. Fresno State website – Walter asked that we take a look at the Fresno State website, https://www.fresnostate.edu/studentaffairs/division/profdevcom.html, to see their professional development committee page.

10. Next Meeting: Wednesday, January 14th at 2:00 p.m., Gelsi-Young room 322.

Minutes respectfully submitted by Karen Mason