Attendees: Walter Diaz, PJ Rossitto, Chris Ambrosio, Casey Bandarra, Jackie Nelson, Bryce Crapser, Ricardo Barrett
Absent: Lana Pontbriant, Cliff Marrett, Amelinda Vazquez, Julie Alexander, Karen Mason

1. Approval of Minutes from 11/14/13- (Rossitto, Ambrosio) 6 in favor, 0 opposed, 0 abstentions

2. Review and approval of 3 proposals:
   a. Devito- 6 in favor, 0 opposed, 0 abstentions
   b. Rossitto- 5 in favor, 0 opposed, 1 abstention
   c. Maneggia- 6 in favor, 0 opposed, 0 abstentions

3. Updates:
   a. Professional development forms
      i. TA’s will no longer be necessary for the committee’s purposes.
      ii. SUOAF funds for professional development are limited, so the committee may see more requests in the next few months.
   b. Website
      i. ACTION ITEM: Ambrosio has asked the committee to research other colleges’ professional development websites and send him any ideas to be considered for Eastern’s professional development page.
      ii. The website should contain the step by step process to request funds through the committee
   c. Survey Results
      i. Karen Mason will send out a reminder email to the division to submit any professional development opportunities the division may have participated in during November and December
   d. January Retreat
      i. Rossitto passed out a working agenda. Changes will be made by the subcommittee
      ii. ACTION ITEM: Rossitto will draft an email to send to Diaz and Bedini to be sent to the division asking them to let their supervisor know if they are unable to attend the retreat.
   e. Calendar of events
      i. Marrett, Crasper and Barrett have chosen 3 webinars for the division to participate in. Topics include cyber bullying, school spirit and development theories in student affairs.
      ii. Dates will be 2/28, 3/23 and 6/30 from 3pm-4:30pm in the Student Center room 219.
      iii. Committee will work on coming up with an incentive to attend.
   f. Review of TA’s for professional development opportunities
      i. ACTION ITEM: Diaz will follow up with Vazquez/Alexander to see where they are in the process.
   g. Student Affairs Operation Plans and Professional Development Opportunities
      i. ACTION ITEM: Committee will review the handouts Diaz distributed to verify that the departments who indicated their strategic plans include professional development opportunities are in fact professional development opportunities.
4. Other Business
   a. Carrie Robinson has been certified in Safe Space training. She will be piloting a session with a small group and hopes to train the division and/or the University in the future.
   b. Shared Calendar - Rossitto has invited the committee to join a shared professional development calendar which will contain dates of meetings and professional development opportunities.

5. Next Meeting- Jan. 21, 2014 @ 10am

6. Summary of Action Items:
   a. ACTION ITEM: Ambrosio has asked the committee to research other colleges’ professional development websites and send him any ideas to be considered for Eastern’s professional development page.
   b. ACTION ITEM: Rossitto will draft an email to send to Diaz and Bedini to be sent to the division asking them to let their supervisor know if they are unable to attend the retreat.
   c. ACTION ITEM: Diaz will follow up with Vazquez/Alexander to see where she is in this process of reviewing TA’s for professional development opportunities.
   d. ACTION ITEM: Committee will review the handouts Diaz distributed to verify that the departments who indicated their strategic plans include professional development opportunities are in fact professional development opportunities.

Submitted by Casey Bandarra