

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
December 5, 2014**

Present: Krista Mendelsohn, Leanne Colvin, Joe Esquivel, Peder Nielsen, Olivia Long, Ashley Lajoie, Patti Blair
Chair: Michael Shanahan
Approved: January 13, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<p>Review of November 5, 2014 Meeting Notes</p>	<p>Committee members reviewed and approved the November 5, 2014 meeting notes.</p> <p>Ms. Long and Ms. Mendelsohn provided an update from the November 11 Board Meeting. The professional development presentation to Trustees was timely and well received. Committee members suggested periodic updates to the Trustees on District professional development activities.</p> <p>Ms. Colvin, Mr. Esquivel, and Ms. Blair provided an update from the November 12, 2014 CCC Professional Development Clearinghouse Summit. The State plans to create a “one-stop shop” for professional development that may include individual development plans, courses and training modules, calendars, tracking, completion certificates, mobile applications, and career-pathing.</p> <p>Mr. Shanahan provided an update from the ATAC meeting and indicated Mr. Fuhrmann requested working with the PDC to implement Districtwide training for the Adobe Acrobat rollout.</p>		<p>Committee Members</p>
<p>Professional Development Plans</p>	<p>Committee members discussed the January 23, 2015 L.E.A.D. Academy presentation. Ms. Lajoie will compile the draft presentation for committee review during the January PDC meeting. PDC members will present the plans to management for feedback and support. The development tool is an effective way to engage both employees and management to facilitate collaboration</p>	<p>Send presentation updates to Ms. Lajoie by Tuesday, December 23.</p>	

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	<p>and development opportunities. PDC members will ask for management support and feedback on the professional development plan, as well as suggested benchmarks for Districtwide training initiatives.</p> <ul style="list-style-type: none"> • Personal Professional Development Plan Roll-Out: Ashley Lajoie, Sophia Crocker • Lynda.com Introduction/Campaign: Matthew Moore, Sharon Oxford, Ashley Chelonis • Management Expectations/Needs: Joe Esquivel, Krista Mendelsohn, Peder Nielsen • Establishment of Professional Development Benchmarks: Leanne Colvin, Olivia Long, Patti Blair <p>PDC members discussed rolling out the personal professional development plans to classified staff at future staff retreats.</p>		
<p>Classified Employee of the Year</p> <ul style="list-style-type: none"> • Agree on Criteria • Applications Due 12/31/14 • Nominating Committee 01/15 • Announce Site Finalists Date - TBD • Board Approval 02/15 • Submit to State Chancellor 03/15 	<p>Committee members reviewed the timeline and criteria. Each site will select one employee as the site “Classified Employee of the Year.” Those four individuals will be considered for the District Classified Employee of the Year and submitted to the State for consideration.</p>	<p>Send names of individuals who will participate in the final selection process to Patti Blair by Tuesday, December 23.</p> <p>Send campus nominations to Ms. Blair by Tuesday, December 23.</p> <p>Ms. Holst will schedule a meeting with the selection committee in early January to ensure</p>	<p>Committee Members</p>

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		adequate time for inclusion in the February Board Meeting agenda.	
Campus Tours Organization of tours - who, what, where, why	Committee members discussed site tours and various site visit options available, including combining required technology training with site tours. Members also discussed creating a variety of tours that all sites could access and model.	PDC members will provide feedback from site discussions during the January PDC meeting.	Committee Members