

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
March 19, 2015**

**In Attendance:** Patti Blair, Leanne Colvin, Sophia Crocker, Joe Esquivel, Jennifer Holst, Ashley Lajoie (via Lync), Olivia Long (via Lync), Matthew Moore (via Lync), Sharon Oxford (via Lync), Michael Shanahan, Marla Ward  
**Notes Taken By:** Jennifer Holst  
**Approved:** May 27, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Review of Committee Notes – Meeting of February 24, 2015</b>	The committee reviewed and approved the notes from the February meeting.	N/A	Committee Members
<b>Campus Tours</b>  <ul style="list-style-type: none"> <li>• <b>Organization of tours - who, what, where, why</b></li> </ul>	<p>After discussion, the committee decided the desired outcomes of campus tours should focus on:</p> <ol style="list-style-type: none"> <li>1. Creating a District instead of a college consciousness; a unified institutional identity</li> <li>2. Training and teambuilding</li> <li>3. Afterwards, the charge will be building familiarity with our institution</li> <li>4. Fostering collaboration</li> </ol> <p>Possible topics:</p> <ul style="list-style-type: none"> <li>• Mindfulness training (will Moorpark College trainers speak to us about mindfulness?)</li> <li>• Difficult Students</li> <li>• Stress</li> <li>• Time Management</li> <li>• Need to be interactive.</li> <li>• Ask people what are best practices.</li> <li>• High level training opportunities.</li> <li>• Mediation techniques</li> <li>• Building a network of people.</li> </ul> <p>Mr. Moore can design activities connected to the training to keep people on task (e.g., lesson plans, a quest, or a scavenger hunt)</p> <p>Locations: Check with Classified Senate Presidents.</p>	Speak with Classified Senates and return with suggestions for locations and activities, and name of coordinator at each location.	Committee Members

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	<p>Ventura College or Oxnard College would be best for summertime. Committee members' role is as a conduit to the Senates, but not in charge.</p> <p>Check with resources and come back with ideas. Next time we will decide who hosts first. Check with Senates and resources, someone in charge with a team to build the event.</p> <p>Suggestions are a bonding activity, at least a meal, facility familiarity, etc. You will decide at your location what you want to do.</p>		
<b>California Community College Council for Staff and Organizational Development Annual Spring Conf. (April 16-17)</b>	<p>Ms. Colvin suggested asking the person going from Moorpark College to speak to this committee after the conference to discuss what was learned.</p>	<p>Ms. Colvin to ask person to speak at next meeting.</p>	<p>Committee Members</p>
<b>Classified Employee of the Year</b> <ul style="list-style-type: none"> <li>• <b>Calendar for 2016 Classified Employee of the Year Award</b></li> </ul>	<p>Last year the timeline was good. Next year, explain more clearly that Classified Supervisors can be nominated. Emphasize that classified employees are important too.</p>	<p>Discuss roll out for next year at next meeting.</p>	<p>Committee Members</p>
<b>Review of Revised Personal Professional Development Plan</b>	<p>There was insufficient time to discuss this item.</p>		<p>Committee Members</p>
<b>Lynda.com</b>	<p>There was insufficient time to discuss this item.</p>		<p>Committee Members</p>
<b>Committee Vision Statement and Charge</b>	<p>There was insufficient time to discuss this item.</p>		<p>Committee Members</p>
<b>Next and Subsequent Meetings</b> <ul style="list-style-type: none"> <li>• <b>Bring Your Calendar to Select Ongoing Dates</b></li> </ul>	<p>The committee will meet next on April 22, 2015, at 1:30 p.m., at the DAC.</p>		<p>Committee Members</p>