Professional Development Day Committee Meeting  
Minutes 5/5/2011  
Mayock House

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The group reviewed the comments from the Spring 2011 PDD survey. There were definitely some recurrent themes: repeat workshops at various times (provide more that just once, specifically Excel, Word, PPT); separation of development days between faculty and [classified] staff, and motivational speakers (classified still feel “left out”),

Suggestions from the suggestionbox@gavilan.edu:

- How to conduct a meeting
- Robert’s Rules of Order
- Taking and preparing minutes
- Zumba (or other moving class)
- Skills building classes
- **Classified/Non-faculty Development Day**
  Can be held one to two weeks before/after the 1st day of the semester and then for maybe only ½ a day.
  ✓ Excel
  ✓ Word
  ✓ Benefits
  ✓ Career Development
  ✓ Bullying
- **Faculty Professional Development Day**
  Held the day before the 1st day of the semester. Only the morning would need to be attended by all employees to hear President’s and VPs brief reports. The rest of the day’s activities would only be for faculty and all other staff would return to work.

- Motivational Speakers
- Presentation on Bullying
- Another “Student Voices” film
- Need to define Learning Outcomes (as per Strategic Plan)

“No More Please!” requests also from suggestion box:

- VPs/supervisors who do not acknowledge their staffs’ accomplishments
- Unnecessary handouts
- Unnecessary updates
The group acknowledged that there is no reason why we cannot hold two development days: one for faculty and one for non-faculty staff – although non-faculty staff would attend President’s and VPs address on the faculty day.

Following much discussion, the group decided on the following draft format *(final workshops and order may differ)*:

**Professional Development Day 1 (all staff in the morning) – 8a to 12p**
- President’s Update
- VPs Updates/Title V Update
- Motivational Speaker
- Managing Difficult/Distressed Students (scenarios involving faculty and non-faculty staff)
- Introduce Student Success Center

At 12p all Classified employees dismissed/return to work

Following lunch break, faculty attend division/departmental meetings

**Professional Development Day 2 (held during semester for Classified/non-faculty)**
- Motivational Speaker
- Meeting workshop for all (perhaps some combination of the following):
  - How to Conduct a Meeting
  - Robert’s Rules of Order
  - Taking and Preparing Minutes
- CSEA Training (Diane Stone shared a “Directory of CSEA Educational Programs”) which included:
  - Ergonomic Workshop
  - Team Building
  - Working Happy
  - Conflict Management
  - Workplace Safety

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