

Professional Development Committee
Friday, October 14, 2011– Minutes
1:30 – 3:00 PM
Fremont Campus, Room 7108

- Members Present: Kathleen Schoenecker, Sandra Ammons, Shairon Zingsheim, Vy Anderson, William Wong, Monique Clark, Kate Harrison, Deb Parziale, Steve Blitzer, Holly Dane, Jennifer Tomlin.
- Approval of Minutes – September 9, 2011.
- Welcome new member: Kate Harrison (Program Coordinator, Community Education/Workforce Development)
- Review/Approval of Conferences:
 - Allison Kuehner-Approved for funding for College Reading and Learning Association conference.
 - Carol Morodomi- Approved for funding for Non-Verbal Medical Communication workshop.
 - Paul Park: Approved for funding for American Society for Microbiology, Research on Microbiology.
 - Regina Garges: Approved for funding for “Legal Aspect of Nursing” workshop.
 - Tracy Virgil: Approved for funding for English Council of California Conference
- Review of Professional Development Form Request:
 - Kathleen S. said we should change the statement on the form to include “goals and objectives” to the professional development statement.
 - Reviewed the new funding limits: \$400 per year for full-time employees; \$250 for part-time employees
- Individual Faculty Flex Projects:
 - The committee reviewed the Faculty Flex Guidelines
 - Full-time faculty need to participate in 4 days of flex activities (24 hours) instead of teaching those 4 days.
 - Two out of the four days are required flex days (aka “Fixed Flex”).
 - Floating Flex days are when faculty can attend any workshops offered on campus. If a faculty is facilitating that workshop he/she can get double points.
 - Faculty can get credit by doing “Flex Credit” or “Individual Flex” where a complete project proposal form must be submitted. These project proposal forms are approved by the Professional Development Committee. After they complete their project, they have to report on it.
 - Tom Holcomb is part of the deaf studies faculty. He gave 2 presentations on the weekend of September 23rd at the “Vancouver Deaf Awareness Month”. He is asking for 12 hours of individual flex credit.

- Many members of the committee asked how they could determine what is worth 12 hours of credit. Deb Parziale said that sometimes it's clear and sometimes it's not. However, that is a good question!
 - All of the individual projects have to be signed off by the Dean; Genie Gertz signed off on Tom's form.
 - Members of the Committee approved.
 - Tom Holcomb also has another request. He is attending on November 13th "Festivals of the Brazilian Deaf Culture". He will be speaking there as well. His request was approved.
 - Rob Smedfjeld: He would like to request 15 hours of flex credit for "Training for UFO Negotiations Team". Members of the Committee approved.
- Small Subcommittee to work with Deb Parziale to review the General Guidelines for Faculty Instructional Improvement Day (i.e. Faculty Flex Guidelines). Members who were interested in working with Deb Parziale included:
 - Shairon Zinghseim
 - Holly Dane
 - Monique Clark
 - Jennifer Parker
- Disney Customer Service
 - Kate Harrison talked about Disney Customer Service Training Program that we may want to have here at Ohlone College:
 - Disney has their own customer service training program; they provide customer service training to thousands of companies.
 - They usually provide their training at Disneyland or at the employer's choice of location.
 - The Customer Service training can be a webinar, it can be a full day, multiple days, or even 90 minutes.
 - They really tailor it to the employer's needs.
 - A lot of companies have had a great success with the training program.
 - Kate Harrison to provide more information to the members of the committee on this Customer Service training program.
 - Deb Parziale said that this might be a great workshop for faculty and classified staff members on Classified Professional Development day and Learning College Week.
- Grant Writing
 - When we did Classified Flex Day, we had a lot of employees ask for Grant Writing Classes.
 - Kate Harrison received a proposal/quote from an adjunct faculty who does grant writing workshops.
 - The grant writing workshop can be held for multiple days or for a couple of hours per day.
- Adjured at 3:00 PM

Respectfully Submitted, Vy Anderson