**SAN DIEGO MIRAMAR COLLEGE**

# Professional Development Committee

**Meeting Minutes**

**December 5, 2025 ● Zoom ● 1:00–2:00pm**

Zoom Meeting ID: 814 3893 2045

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**Co-Chairs**: Nessa Julian and Kiyana Kiel
**Membership**: Ivan Valdovinos Gutierrez (absent), Vincent Ngo (absent), Allen Anderson (absent), Nessa Julian (Proxy for Ivan Valdovinos), Kiyana Kiel, Mayela Caro, Manupriya Sharma, Matthew Jewett (absent), Olivia Flores (absent), Victoria Neises, Jind Kaur Mann (absent)
**Vacancies**: Classified (4); Faculty (1); Students (0)
**Guests**: Maribel Flores

I) **Call to Order -** The meeting was called to order by Kiel, who confirmed quorum and facilitated introductions.
II) **Approval of Agenda -** Motioned for approval by Julian; seconded by Flores; approved.
III) **Approval of Past Minutes** - 11/21/25: Motioned by Flores, second by Julian, approved.
IV) **Old Business**

| # | Item |
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| 1 | **Finalized Standing Committee Reporting Form**<br>The Travel Approval Workgroup discussed the finalized specific goals for the academic year. The discussion focused on clarifying expectations for professional development and travel funding requests, with particular emphasis on international travel requirements. The committee agreed to:<br>- Revise the Travel and Professional Development Request Form to better highlight international travel requirements and updated signature requirements.<br>- Add verbiage or a link regarding international travel requirements to the PD form.<br>- Update the PDC website with definitions of professional development activities and a FAQ section to clarify expectations for submissions.<br>The committee moved to approve the Standing Committee Reporting Form and send it over to College Council, MSC Julian; seconded by Neises; approved. |
| 2 | **Julian provided PDC Budget Update:**<br>AFT Budget: $36,425<br>Less Summer 2025 approved: ($4,891.10)<br>Balance to Allocate in FY 2025-26: $31,533.90<br>Balance as of 11/21/25: **$18,597.59**<br><br>The committee confirmed that, as of 11/21/25, the AFT professional development fund balance is $18,597.59 and the BRDS Committee balance is $15,772. The committee expressed concern about the potential depletion of professional development funds before the end of the academic year and discussed requesting an increase in funding from the union for the next academic year. Flores will inform the Academic Senate around spring break that professional development funds are running low for the academic year. |

V) **New Business**

| # | Item |
|---|---|
| 1 | **Professional Development Committee Funding Requests**<br>AFT Funds<br>**Yoon, Lia** ($750)<br>Motioned to **conditionally approve** pending conference agenda and change in funding source from BRDS to AFT, MSC Caro; Sharma. |

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| | **Gilley, Cynthia** ($1,200)<br>Motion to **deny** pending receiving the approved and signed international form, MSC Caro; Sharma.<br><br>**Hubert, Elizabeth** ($1,200)<br>Motion to conditionally approve pending receiving the approved and signed international form, MSC Sharma; Caro.<br><br>**Cain, Matt** ($1,200)<br>Motion to conditionally approve pending receiving the approved and signed international form, MSC Julian; Sharma.<br><br>**Porter, Rod** ($1,200)<br>Motion to approve the following funding request with message to Rod saying second submission should have been included in initial submission; connection to Fire/Police Academies and other physical science paths made clear, MSC Flores; Sharma. |

**VI) Announcements / Other:**

a. Flores will inform Academic Senate around spring break that professional development funds are running low for the academic year.
b. The following items will be added as standing agenda items for future meetings:
    i. Discussion of potential AFT funding increases for the next academic year.
    ii. Review of timelines and deadlines for travel requests based on the academic year and funding period.
c. Maribel will share a draft timeline for travel request deadlines campus-wide.

VII) **Adjourn:** 1:54 PM by consensus

VIII) **Next Scheduled Meeting** – December 19, 2025

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* San Diego Miramar College 2020 – 2027 Strategic Plan Goals

1. **Pathways -** Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
2. **Engagement -** Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
3. **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
4. **Relationship Cultivation -** Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships.
5. **Diversity, Equity, and Inclusion –** Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

** ACCJC Accreditation Standards (Adopted 2024):

I. Institutional Mission and Effectiveness
II. Student Success
III. Infrastructure and Resources
IV. Governance and Decision-Making.