

Professional Advancement Committee

Minutes

H101B

Monday, September 12, 2016

1:15 p.m. – 2:15 p.m.

Members Present: Adela Jacobson, Carmen Jay, Martin Moss, Wheeler North, Jordan Omens, Roger Olson, Joan Thompson, Dan Trubovitz, Alan Viersen

Members Excuses: None

A. Approval of the Agenda

B. Approval of Previous Minutes

C. Old Business

- a. Review of FAQ's on website – Martin will send electronic copy to all committee members for review. Group to review and update.

D. New Business

Election of Committee Chair person – Joan Thompson elected

Committee will review goals and charter later in the semester.

Martin Moss will chair the Oct. 10, 2016 meeting.

Committee may make recommendations to SDCCD about changing the professional development proposal and report of completion forms to make them easier to complete accurately.

Committee may develop 1 page “direction sheet” on how to complete forms.

E. Review of Proposals:

| <u>Name</u> | <u>Proposal</u> | <u>Approved Y or N</u> | <u>Questions</u> |
|-------------|-----------------|------------------------|------------------|
|-------------|-----------------|------------------------|------------------|

Four proposals approved and forwarded to VPI and President for approval.

F. Review of reports of completion

| <u>Name</u> | <u>Report</u> | <u>Approved Y or N</u> | <u>Questions</u> |
|-------------|---------------|------------------------|------------------|
|-------------|---------------|------------------------|------------------|

7 reports of completion approved and forwarded to VPI and President for approval

G. Report of Sabbatical Completion

| <u>Name</u> | <u>Sabbatical Report</u> | <u>Approved Y or N</u> | <u>Questions</u> |
|-------------|--------------------------|------------------------|------------------|
|-------------|--------------------------|------------------------|------------------|

Next meetings:

Monday, Oct. 10, 2016 1:15 p.m. H101B

Monday, Nov. 14, 2016 1:15 p.m. H101B

Monday, Dec. 12, 2016 1:15 p.m. H101B