I. Call to order
Meeting was called to order at 12:18.

II. Approve Agenda
Agenda was approved by members present.

III. Announcements:

1. Angie announced that Ms. Brenda Chan is the new Professional Development Coordinator. She is still teaching in the Nursing Department.
2. Brenda shared that she is very grateful for the opportunity to serve in this new capacity. She is looking forward to working with the committee members in leading and planning campus professional development activities.
3. Teaching & Learning Center (TLC): There is no classified staff working at TLC since Winter 2015. Angie and VP Ramirez are looking to hire a computer lab assistant for TLC. Currently, adjunct faculty mostly utilizes TLC who do not have office spaces on campus.

IV. Action/Discussion items

A. Mission and Vision: Previous draft statement was reviewed and no alteration was made.

B. Committee Bylaws: There was discussion on the existing bylaw draft. Jeff shared that in March 2014, Resolution on ELAC Academic Senate Professional Development Advisory Committee was submitted and adopted by the Academic Senate.

“Resolved, that the ELAC Academic Senate Professional Development Advisory Committee include in its bylaws the following purpose:
To support the college mission and to promote an inclusive learning culture, the Academic Senate Professional Development Advisory Committee will seek to advance, for all personnel, ongoing opportunities to develop and expand the skills and practices that influence student learning and support students in achieving their educational goals. Any policies, guidelines, or priorities considered by the Professional Development Advisory Committee that impact faculty professional development will be subject to approval of the Academic Senate;”
“Resolved, that the ELAC Academic Senate Professional Development Advisory Committee include in its bylaws the following provision regarding membership: To ensure a cross section of faculty input from various disciplines and teaching modalities, membership on the Professional Development Advisory Committee will be open to any faculty member following his or her appointment by the Academic Senate. Membership will also include staff and administrators. Though it is the intent of the Senate that faculty make up a significant majority, no less than 50% plus one of the membership shall be comprised of faculty;”

Amanda stated the members of the Bylaw committee are Jeff, Barbara and Amanda.

Jeff stated it was a good idea to have a sub-committee to review bylaws.

Carol asked what’s the time line.

Amanda will send Learning Assessment Committee bylaws. Carol volunteered to help Brenda revising the bylaws.

C. Membership:

There was discussion on the professional development membership:

Barbara suggested expanding membership.

Jeff expressed concern about participation of department membership when the department is small.

Jeff reminded that in the resolution, there is language about the membership.

D. Handbook:

Brenda asked members about the status of the handbook revision. A few members expressed that they remembered that the handbook has been revised and updated. Brenda will check with Evelyn and Karen Cross on the stages of handbook revision.

E. Professional Development:

Jeff suggested having a professional development plan.

Carol would like to see online component of professional development to provide resources for faculty.

Angie talked about establishing a Family Engagement Center, which is a resource for students and working families to get help with financing and housing.

Barbara shared that Evelyn has developed a document called “When Life Gets in its Way”. It is a resources guide (may be included in syllabus) to assist students to identify resources and where to obtain help.
F. Opening Day:

Jeff stated the need to educate faculty about accreditation.

Carol suggested that by the time of the opening day, the standards drafts will be done. There can be four breakout sessions, and start out with a quiz.

Kristin reported that she liked the opening day format 5 years ago, with the President and Academic Senate President started the program followed with keynote speaker(s) and breakout sessions. She reported that faculty members want “choice” for breakouts.

Jeff suggested obtaining feedback from the department chairs at the Chairs’ Meeting.

James reported that in the Chemistry department, faculty is trying to identify how does the department close the equity gap and also close the loop for SLOs.

Barbara shared that the current winter issue of FACCCCTS, Journal of the Faculty Association of California Community Colleges, has an article on equity.

Meeting was adjourned at 1330 since most members had to leave to attend the Chairs’ Meeting.

Minutes recorded by Brenda Chan.