Professional Development Committee Meeting Minutes

April 15th, 2015
Location: F3-210

Attendees: Brenda Chan, Barbara Dunsheath, Alex Immerblum, Carol Kozeracki, Eldy Palencia, Oscar Pena, Sandra Ramirez, Amanda Ryan-Romo, J. Edward Stevenson & Angelica Toledo.

I. Call to order
Meeting was called to order at 12:20.

II. Action/Discussion Items

Opening Day 2015 – Agenda Discussion

A. Toledo shared that she and Brenda visited with the President and he wanted a 30-45 minutes welcome in the morning, then breakouts with staff participation, and suggested a longer lunch – 90 minutes using the new courtyard by the Student Success building.

B. Dunsheath suggested giving out tickets for raffle at each activity and then raffle. Barbara said lunch 1.5 hours is too long. She also shared that at other opening days, board members were only given 5 minutes for their welcome remarks.

J. E. Stevenson stated that faculty don’t like raffle.

J. E. Stevenson asked: “Looking from the attendee’s view points, how to get them excited?” He suggested showcasing the students and start with a welcome.

B. Dunsheath suggested “Jigsaw” article reading.

C. Kozerachki mentioned using the quality-focused essay.

A. Ryan-Romo suggested that new faculty wear special name badge and there can be a rolling slide show of the pictures of the new faculty.

There were other suggestions including:

• Table booth showcasing major campus committees
• Student poster presentations
• Student project presentations

Other logistics:
• Using F7/E7 classrooms (approx. 20 total) for breakouts, which allow 40 faculty/staff per room.
• Recruit 4 facilitators for each standard breakout to accommodate about 800 participants.
• In the last meeting, the committee discussed participants staying in the rooms while the presenters move around, to avoid waste time and losing participation. J. E. Stevenson mentioned his experience of moving students around among different bungalows.

New agenda: see attached two versions. The new theme is “Putting Students First: Effective Practices”.

Two versions were drafted, one taking the considerations of the President’s desire to speak first, and the other consideration that the senate’s majority response favoring to start with the breakouts.

The committee decided to only forward one new version to Senate (new version 1).

Version 1 from April 1\textsuperscript{st} and new version 1 from April 15\textsuperscript{th} will be forwarded to A. Immerblum to be adopted at the next Senate meeting on April 28th.

The committee decided to meet again on Wednesday April 22\textsuperscript{nd}, 1215-1330 to continue Opening Day planning.

Meeting adjourned at 1345.

Minutes by B. Chan
ELAC 2015 Opening Day Tentative Agenda

(new Version 1, forwarded to Senate)  
August 27th, 2015

Theme: Putting Students First: Effective Practices

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>0800-0830</td>
<td>Breakfast &amp; Registration (G1, G3 Courtyard)</td>
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<td>0830-0845</td>
<td>Student Spotlights (Auditorium)</td>
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<tr>
<td>0845-0915</td>
<td>Welcome (Auditorium)</td>
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<td>0930-1030</td>
<td>Breakout Session A</td>
<td><strong>What We Know About Students</strong></td>
<td><strong>In the Classroom and On-Campus</strong></td>
<td><strong>The Learning Environment</strong></td>
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<td>1030-1045</td>
<td>Break</td>
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<td>1045-1145</td>
<td>Breakout Session B</td>
<td><strong>What We Know About Students</strong></td>
<td><strong>In the Classroom and On-Campus</strong></td>
<td><strong>The Learning Environment</strong></td>
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<td>1200-1300</td>
<td>Lunch (Location:TBA)</td>
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<td>1315-1415</td>
<td>Breakout C - Quality Focused Essay (TBA)</td>
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<td>1415-1430</td>
<td>Closing Remarks &amp; Raffle (Auditorium)</td>
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<td>1430</td>
<td>Adjourn</td>
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*Standard I: What We Know About Students*

*Standard II: In the Classroom and On-Campus*

*Standard III: The Learning Environment*

*Standard IV: Leadership and Governance*
ELAC 2015 Opening Day Tentative Agenda (new Version 2-was not forwarded to Senate)

August 27th, 2015

Theme: Putting Students First: Effective Practices

0800-0830 Breakfast & Registration (G1, G3 Courtyard)

0830-0930 Breakout Session A

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0945-1000 Student Spotlights (Auditorium)

1000-1030 Welcome (Auditorium)

1030-1045 Break

1045-1145 Breakout Session B

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1200-1300 Lunch (Location:TBA)

1315-1415 Breakout C - Quality Focused Essay

1415-1430 Closing Remarks & Raffle (Auditorium)

1430 Adjourn

Standard I: What We Know About Students

Standard II: In the Classroom and On-Campus

Standard III: The Learning Environment

Standard IV: Leadership and Governance