

**San Diego Mesa College
Staff Development
Committee
Meeting Notes**

September 15, 2016
1:00 p.m. – 2:00 p.m., LOFT

ATTENDEES	Andrew MacNeill	
	Monica Romero	
	Ed Helscher	
	Karen Geida	
	Eva Parrill	

Agenda Item 1: Call to Order/ Welcome

DISCUSSION	Andy welcomed all to the new school year and brought the meeting to order
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Agenda Item 2: Membership

DISCUSSION	<p>Referring to http://www.sdmesa.edu/about-mesa/professional-development/staff-development-committee/purpose-membership-goals.shtml</p> <p>Committee will expand and bring in new members, and fill in representation that has lapsed</p> <p>Chair of committee: will be Professional Learning Coordinator (once hired)</p> <p>Faculty (4 representatives)</p> <ul style="list-style-type: none"> • Karen Geida • Hei
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	<ul style="list-style-type: none"> • Ed Helscher • ? • ? <p>Classified Senate (3 representatives)</p> <ul style="list-style-type: none"> • Skyler Dennon • Mary Toste • Pres of Classified Senate/ designee <p>Administration</p> <ul style="list-style-type: none"> • Dean of Learning Resources and Academic Support
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to potential members?	Eva/ Andy	Before the next meeting

Agenda Item 3: Committee Role/Name

DISCUSSION	<p>Upon reviewing the committee's purpose, committee found several points have shifted to other committees. However, this committee still considers applications for "Faculty, Classified and Administrative Conference and Travel" as well as considering if funds that were awarded were used appropriately, and holding applicants accountable.</p> <p>Committee discussed a name change to better reflect their current purpose, and came to a consensus to change to the "Conference and Travel Committee" (CAT committee)</p>
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Agenda Item 4: General Guidelines for Funding

DISCUSSION	<p>Award Amounts:</p> <ul style="list-style-type: none"> • Committee agreed to continue with the same guidelines for funding <p>Application timelines</p> <ul style="list-style-type: none"> • Committee agreed that applications for funding should be submitted at least 4 weeks before the Conference or Travel <p>Committee also discussed moving to a fully digital application system</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Work on EmailMe form to replace "request for special staff development funds"	Andy MacNeill, Eva Parrill	

Agenda Item 5: Awards to Date

DISCUSSION	Committee reviewed Google spreadsheet of funds awarded to date & outstanding applications, discussed that more funding may be available in the future.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look at report on conference and travel & revise it for next meeting	All committee members	Before Oct 20 th meeting

Agenda Item 6: Action Items: Requests#4, 5, 7, 8

DISCUSSION	<ul style="list-style-type: none"> • #4 awarded \$500.00 • #5 denied funding • #7 will be considered via email • #8 will be considered via email
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify applicants #4 & #5 of application result	Eva Parrill	Sept 19
Consider requests #7 & #8	Everyone on committee	Before Sept 23-30

Agenda Item 7: Future Meeting Schedule

DISCUSSION	<p>Proposed: 3rd Thursday of each month, 1:00 – 2:00 p.m.</p> <ul style="list-style-type: none"> • Accepted • Also on going virtual approval process <p>Next meeting would be Oct 20th, 1:00 – 2:00 p.m.</p>
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Agenda Item 8: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned by Andy MacNeill at 2:00 pm
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Next Meeting: Thursday, October 20th, 1:00 p.m. – 2:00 p.m., LOFT

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

Approved on:

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