



**PROFESSIONAL DEVELOPMENT  
ADVISORY BOARD MEETING**  
*February 10, 2009*

**MEETING TYPE: PD Advisory Board**

**Date:** Tuesday, February 10, 2009  
**Starting Time:** 9:30 a.m.  
**Ending Time:** 10:30 a.m.  
**Place:** AA-109

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**CHAIR:** Martin Japtok

**MEMBERS PRESENT:** Janice Schultz, Chuong Nguyen, Byung Kang, Steve McDonald, Chris Lowry

**ABSENT:** Patrick O'Brien, Rand Green,

**RECORDER:** Terri Wallace

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- PD Coordinator, Martin Japtok, called the meeting to order at 9:30am.
- Approval of Minutes from December 9, 2008.
- The committee discussed the issue of service points being a part of faculty duties; however, a requirement is not stated in the union contract. It was suggested that Martin talk to John Tortarolo to see if the idea of having a Memorandum of Understanding for the requirement of service points presented to the union. The required minimum of 2 service points was originally in the Faculty Handbook and might have simply been forgotten to be carried over.
- Martin discussed PD's role of enforcement in regard to those faculty members. All agreed that being an enforcer rather than a supporter would create problems and that it is better to maintain our current trust system and keep good PD – faculty relations.
- The Professional Development annual needs assessment was discussed because it is coming up in the next few months. The past needs assessment has been lengthy and not necessarily a useful tool in evaluating our workshops and additional needs of the faculty. Terri will send all members a copy of last years' Needs Assessment survey for suggestions and revisions.

The Meeting was adjourned at 10:15am.

**Next Meeting – Tuesday, March 10, 2009 (2<sup>nd</sup> Tuesday of the Month)**  
**9:30am 10:30 am in Room AA-109**