



**PROFESSIONAL DEVELOPMENT  
ADVISORY BOARD MEETING**  
*September 8, 2009*

**MEETING TYPE: PD Advisory Board**

**Date:** Tuesday, September 8, 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:** Chris Lowry, Steve McDonald, Chuong Nguyen, Janice Schultz,  
Richard Stegman

**ABSENT:**

**RECORDER:** Glenda Gardner

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- PD Coordinator, Martin Japtok, called the meeting to order at 9:35 a.m.
- Approval of Minutes from May 12, 2009.
- The committee reviewed the PD contract process. This fall we will enforce the contract deadline and no longer pay faculty if they do not complete their contract. The Faculty Senate and PFF both support the enforcement. The PD Office will provide notification of this process on the website, in emails and it will also be printed on Hourly Assignment Notices. During this initial phase in, faculty will be given a 30-day grace period to complete their contract after the official deadline.
- Discussed Service Points. The committee structure is changing and several committees are meeting more times each month and require a bigger time commitment. It was decided to leave Service Points at their current value.
- Martin reported that SLOs were initially given PD credit to help establish them into the curriculum. The idea of having them be part of the regular faculty workload was discussed and the committee decided that they should remain as a PD activity this academic year.
- The automation of part-time PD payments is being deferred until fall 2010.
- Meeting adjourned at 10:20 a.m.

**Next Meeting – Tuesday, October 13, 2009 (2<sup>nd</sup> Tuesday of the Month)**  
**9:30 a.m. - 10:30 a.m. in AA-109**