



**PROFESSIONAL DEVELOPMENT  
ADVISORY BOARD MEETING**  
*October 13, 2009*

**MEETING TYPE: PD Advisory Board**

**Date:** Tuesday, October 13, 2009  
**Starting Time:** 9:30 a.m.  
**Ending Time:** 10:30 a.m.  
**Place:** AA-109

**CHAIR:** Martin Japtok

**MEMBERS PRESENT:** Rob Jones, Byung Kang, Chris Lowry, Steve McDonald, Chuong Nguyen, Richard Stegman

**ABSENT:** Terrie Canon, Craig Forney, Jan Schultz

**RECORDER:** Glenda Gardner

- PD Coordinator, Martin Japtok, called the meeting to order at 9:35 a.m.
- Approval of Minutes from September 8, 2009.
- Ideas for Spring Workshops – It was suggested that we research other college websites to see what they are offering. Martin will send out the weekly PD broadcast email asking for presenters and encouraging faculty to share their expertise. Steve McDonald offered to present a poetry writing workshop. Other suggestions included holding a workshop on cultural sensitivity.
- Automation of PD Contracts – Beginning Fall 2011, PD pay will be calculated automatically and the ADA's will not have to enter the hours during the schedule build process. Part-Time faculty will still be required to submit a PD proposal and completed contract.
- Contract Due Dates – The PFF Agreement states that PD contracts for Part-Time Faculty are due the first day of finals week. The PD website has always stated that contracts are due Dec. 1<sup>st</sup> and May 1<sup>st</sup>. Martin has contacted Rocco Versaci and Shannon Lienhart to make a final determination regarding the due dates. Another consideration is the payroll deadline; PD contracts must be turned in by the first of the month to meet the monthly payroll deadline.
- Part-Time Plenary – More information will be available at the next meeting. We are still trying to contact presenters for the breakout sessions.
- **Meeting adjourned at 10:20 a.m.**

**Next Meeting – Tuesday, November 10, 2009 (2<sup>nd</sup> Tuesday of the Month)**

**9:30 a.m. - 10:30 a.m. in AA-109**