Professional Growth Committee

Minutes
Tuesday, December 16
3:15 – 4:45 p.m.
GC 210K

Members Present: K. Kelley, K. Manner, M. Patel

Members Absent: B. Sprague

Guests Present: None

1. Agenda approved

2. Minutes of the October 14, 2014 meeting approved

3. Continuing Business
   a. Administrative/Technical Support for Conference Travel and Tuition Reimbursement (B. Sprague)
      i. No update.
   b. Timeline/Feasibility of Creating an Online Tuition Reimbursement Application (M. Patel)
      i. M. Patel discussed using Google forms
      ii. Do we want attachments to the form? M. Patel is looking at how that works.
      iii. Alternative: build all the attachments as subforms. Con: the applicant would have to type things in. Pro: it would guide them to provide us with the information we want. Everything would be in a Google doc spreadsheet.
      iv. Google group to set up sharing of files.
      v. Question: do we need to use the official form? K. Manner thinks that it is an internal (college) process and we could design our own form. She will check on this.
      vi. Question: do we need a signature? Can it be electronically signed?
      vii. K. Manner will forward M. Patel a set of blank forms.
      viii. M. Patel will get a prototype demo next time.
   c. Establishment of Conference Travel Workgroup
      i. K. Manner will follow up with A. Foster

4. New Business
   a. Tuition Reimbursement Requests for Spring 2015 Coursework
      i. Questions were raised: what happens if the final transcript is not submitted before the June 30 deadline? What if the class ends in late June?
      ii. Four tuition reimbursement requests were approved
      iii. One request was for a course that begins in June but ends in August. That faculty member was asked to apply for FY 15-16.
   b. Establishment of a Professional Learning Committee (EMP Goal 1.4.1) (K. Manner)
      i. Tabled to Fall 2015
      ii. Interest in the committee, but everyone is overextended
iii. How can we shape the approvals/prioritization of funding from this committee to support things that would come out of the professional learning committee. Senate oversees professional development. The following principles were discussed:

1. Need funding to support the professional learning of faculty at West.
2. Prioritize conference requests that professional learning committee recommends. Applications for that cycle get prioritized (and at higher amount).
3. Bring professional learning here rather than sending people out.
4. Need a line item for professional development and a plan.
5. This committee would look at people’s interests and needs and find a way to offer it here.
6. The need to share information learned with West colleagues was discussed:
   a. What about tying conference attendance to the requirement that they present something to the campus when they return? Or work with Digital Design Studio to create an online module/presentation (5-10 minute report) or CCC Confer.
   b. People can share what classes they are taking and where to find out how they can pursue higher ed too. Share what people are getting tuition reimbursement for.
   c. Spotlight people who are doing coursework on the website.
7. Breakout session in FLEX week on how to fill out the forms for conference travel and tuition reimbursement. Especially for new faculty and adjuncts and division chairs.

c. Spring 2015 Meeting Schedule
   i. Will the second Tuesdays of the month at 3:15 continue to work?
   ii. Next meeting tentatively scheduled for Tuesday, February 11 at 3:15.
   iii. K. Manner will look at second Wednesdays at 3:00-ish.