

**Professional Development Committee Meeting Minutes for September 8, 2020 via Zoom from 1:30-2:30 p.m.**

**Present:** Denise Bailey, Lynette Beers-McCormick, Denise Bailey, Amanda Carpenter, Maria Chaidez, Angela Daneshmand, Kathy Hall, Veronica Hurtado, Vanessa Jones, Christine Umali Kopp

**1. We evaluated and reviewed Fall 2020 online professional development week attendance and evaluations.** Attendance looked good, and evaluations were great. We will look into whether folks would prefer to have Zoom Flex week meetings over face to face when we are back on campus.

**2. We discussed how remote (and non-mandatory) Flex week went.** There would good numbers, few technical issues. We determined that for a first time it went well, particularly regarding how few folks needed Flex week. We expect we will continue to offer remote options for sessions.

**3. Timeline update**

Week7 (Oct 6) First general call for proposals

Week9 (Oct 20) Second general call for proposals

Week11(Nov 3) All proposals are due and finalized Put calendar together/edit calendar

Week13 (Nov 17) Senate approval (depending on mtg sched)

Week15 (Dec 1) Email/post calendar

**4. Other**

We need two additional classified members.