

Santa Monica College Academic Senate

Professional Development Committee

Thursday, January 6, 2011, 1:30 – 3:30 p.m.

**Professional Development
Committee**

**Nancy Hanson, Chair x3502
Kiersten Elliott x4173**

Members:

Monica LaBenda x4308
Sandy Chung x4170
Jessica Plotner x8644
Patricia Burson x4691
Nancy Grass Hemmert x8782
Steve Hunt, x4691
Valerie Narey x4430
Judy Neveau x4303

Student Members

Tiffany Inabu x4251

Present: Nancy Hanson, Patricia Burson, Kiersten Elliott, Monica LaBenda, Sandy Chung

- 1. There has been a good response to the call for photos of our employee's world travels. Kiersten will send another email out to solicit more photos for the slide show that will run during the opening session and at lunch.**
- 2. Nancy's opening remarks on flex day will frame the themes for the day, which are multiculturalism, sustainability, and service. The service theme will be evident in the Resource Fair, and the others will be represented by our speaker Jeff Bordon, and the workshops.**
- 3. Nancy will give Dr. Tsang an overview of the day and the themes in the near future.**
- 4. A letter or email needs to be sent to the resource fair participants to ask for a logo or promotional materials. The logos may be used in the design of the centerpieces (think collage of logos).**
- 5. Nancy will email Pete Morris to see where we are with the food panelists and the session descriptions. She will also ask him if he has a contact person for Big Sunday.**
- 6. Nancy will send a reminder email to those who volunteered to contact service groups that will be participating at the resource fair to see who has commitments.**
- 7. Monica will speak with Al DeSalles to see if we can get computers that will be used to sign people in. Kiersten will supply the thumb drives that will be loaded with the spreadsheet of employee names.**
- 8. The online flex form project is moving forward. At the next meeting of the ad hoc flex form committee the FAQ will be presented, and perhaps some of mock ups of the screens will be available to view.**
- 9. The conference money is nearly spent, and Monica is taking care of the reconciliation.**
- 10. Steve will make signs with the names of resource fair participants that will be placed on their tables.**
- 11. The next meeting will be Thursday, January 20th at 1:30 in the Library Conference room (275).**