

Sharon Sampson announcement regarding Professional Development – 8/16/2021

- I am still working on meeting / workshop rosters and hope to have them done by Friday, August 20th.
- Facilitators for meetings or workshops either need to complete their rosters this week or send me a list.
- Workshop / meeting lists should either be the Zoom report or a word document.
- Folks need to enter their office hours as an external training - be sure to put Fall 2021 Office hours in the description and mark the end date as August 13th (otherwise the hours will not show as complete until the date they selected)
- Be sure to refresh their dashboard (my completed hours button) report before reaching out!
- Convocation Video - will be posted on the PD Office website by this afternoon.
- To receive credit for watching the video folks will need to fill out the google form that will be attached there as well.
- Other questions, please reach out! It may take a day or so to respond as I am making rosters a priority!

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