



Minutes

Committee Name: Professional Development

Date: May 5, 2020

Time: 3:00 – 4:30 p.m.

Location: Zoom

Present: Corey Marvin, Stephanie Brantley, Jessica Kawelmacher, John Elder, Frank Timpone, Lisa Darty, Rene Mora, Jan Moline, Rebecca Pang

Absent: Resa Hess

1. Call to Order

Time: 3:03 p.m. by Corey Marvin, Vice President of Instruction

2. Approval of Agenda

Unanimously approved

3. Approval of Minutes and Action Items

Lisa noted that in the workplace well-being goal for next year, the \$3,000 was meant to be for a variety of activities, not just for a single guest speaker as it seems to be worded.

4. Faculty Report

Faculty Flex Reporting – recent guidance from the state does not impact Cerro Coso especially, really a lot of the same as before—no shifting of hours from year to year, none of the reporting dates have changed.

Fall Flex Day – Sharlene reported on the planning so far for an all-virtual flex day event. It's the most flexible: if still under stay-at-home, it can just be completed as planned. If everyone's back to work, sessions can be zoomed into the college for those that want to gather with peers. Questions have come up about recording, intellectual property, archiving, and captioning. Rebecca said captioning no problem—DECO can do that. We may need to get every attendee's agreement to record depending how we do it. Recording provides us a couple of opportunities: counselors can attend in a way they never have and rewatching will be enabled.

How about adjuncts? We want to make sure that adjuncts are compensated for attendance. Sharlene: one way to do that is have a co-host together with the host to monitor the waitlist and the chat and be responsible for creating a roster of attendees for submittal to Office of Instruction.



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Sharlene asked for suggestions about length of sessions. It seems like presenting proposers with a couple of options—30-minute and 50-minute sessions—will generate responses that then can be reviewed and built into a schedule.

5. Classified Report

At the last classified subcommittee meeting, it came up that several classified have ideas for presentations they can do on flex day. Also, what kind of archiving is the college doing systematically for classified as well as faculty professional development? Canvas shell? Webpage on the employee side of the website? This might make a good agenda item and project for next year. Some additional ideas came up for activities for workplace wellbeing, such as de-stressing, etc.

6. Management Report

Corey reported that the tentative budget that was presented to the president at the conclusion of the annual integrated planning process resulted in two PD expenditures:

- Enrich on ground and online teaching strategies with focus on adjunct professional development: \$10,600
- Improve workplace well-being: \$5,000

The remaining items from the PD RRA—safety and security, cultural responsiveness training, and components of enriching onground and online teaching strategies—are being covered by alternative funding. Equity and Guided Pathways is making room in its 20-21 budget for the second two. Discussion ensued about broadening the topic of workplace wellbeing to wellness in general with a variety of subtopics arranged underneath, especially in this post-coronavirus situation:

- Wellness
- Workplace wellness
 - Conflict Resolution
 - Stress Reduction
 - Communication
- Person wellness
 - Life-work balance
 - Financial planning
- Mental health wellness



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7. Logistics for 20-21

It was decided to stay with the same days and same times for next year: third Wednesday of the month at 3:00 pm. Lisa Darty will be off the committee, so the two positions to fill are one faculty rep and one classified rep.

8. Review of Action Items

9. Future Agenda Items

10. Future Meeting Dates

- January 29, 2020 3:00 – 4:30 p.m. | MB350B
- ~~February 5, 2020, if needed. 3:00 – 4:30 p.m. | MB350B - CANCELLED~~
- ~~March 18, 2020 3:00 – 4:30 p.m. | MB350B - CANCELLED~~
- ~~April 22, 2020 3:00 – 4:30 p.m. | MB350B - RESCHEDULED to May 5, 2020~~

11. Adjournment

Time: 4:30 p.m. by Sharlene Paxton, Professional Development Co – Chair

Meeting Chair: Corey Marvin / Sharlene Paxton / Jessica Kawelmacher

Recorder: Corey Marvin