



Minutes

Committee Name: Professional Development Committee

Date: September 18, 2018

Time: 10:30 – 12:00

Present: Mike Metcalf, Rene Mora, Sharlene Paxton, Lisa Darty, Juli Maikai, Sylvia Sotomayor, Chad Houck, Corey Marvin, Resa Hess

Absent: Ryan Khamkongsay and Davis Kunz

1. Call to Order

Time: 10:36 am by Sharlene Paxton

2. Approval of Agenda

Approved with no additions or changes

3. Approval of Minutes and Action Items

Approved with one correction, change intuitional to institutional

4. Review Purpose and Composition

Charge:

To facilitate the expansion of knowledge, understanding, and creative expression for professional development of all Cerro Coso staff to allow for individual professional growth plans responsive to institutional goals. More specifically, the purpose of the Professional Development Committee is to:

- determine for each academic year professional development needs among faculty, staff, and administration based on college strategic goals, planning initiatives, program review goals, faculty and staff evaluations, and surveys as appropriate
- establish annual professional development goals
- collaboratively propose a yearly calendar of events and activities to support the professional development goals
- publicize ongoing professional development events and activities throughout the academic year
- maintain appropriate records
- submit a summary of each academic year's professional development activities to the California Community Colleges Chancellor's Office
- conduct an annual self-evaluation



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Composition:

- Vice President, Instruction (administration) – co-chair
- Faculty Flex Coordinator (faculty) - co-chair
- Administrative representative (1)
- Classified representatives (2)
- Faculty representatives (4)
- Student representative (1)

5. Review 18-19 Goals

1. Increase accessibility awareness and skills
 - 1.1. Word and PDF documents
 - 1.2. Canvas and online tools
2. Enhance cultural sensitivity and cultural responsive teaching and learning strategies
 - 2.1. For front-line staff
 - 2.2. For faculty
3. Increase data literacy
4. Increase Institutional literacy
5. Support college initiatives and ongoing skill building
 - 5.1. Guided Pathways, eLumen, OER's, AB705 implementation
 - 5.2. Word and Outlook

6. Review new Strategic Goals and Strategic Planning Survey

Not discussed at this time.

7. Review of Action Items

8. Future Agenda Items

9. Future Meeting Dates

November 13, 2018 10:30 – 12:00 LRC 604 | Zoom

10. Adjournment

Time: 11:56 am by Sharlene Paxton

Meeting Chair: Corey Marvin / Sharlene Paxton

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Recorder: Stephanie Brantley

