



Minutes

Professional Development Committee

Date: Wednesday, October 21, 2020

Time: 3:00 pm – 4:30 pm

Location: <https://cccconfer.zoom.us/j/91647146224?pwd=aHloZ0dlMC9DakxyZ29qaWg5ZmlpQT09>

Attendees: John Elder, Resa Hess, Jessica Kawelmacher, Corey Marvin, Vonetta Mixson, Jan Moline, René Mora, Rebecca Pang, Sharlene Paxton, Frank Timpone

Guests: Sean Hancock

1. Call to Order

Meeting called to order at 3:00 pm by Corey Marvin

2. Changes/Additions to the Agenda

No changes/additions to the agenda

3. Approval of Minutes and Action Items

Minutes approved unanimously. In follow up to action items, Sharlene shared that the Faculty Flex Committee would like to use OER grant money to send faculty to OER Conferences. Sharlene to discuss details with Corey.

4. Dr. Hancock

- *Everyone in attendance introduced themselves to Dr. Hancock. He shared his philosophy and goals for listening, learning and contributing to the college. His current focus is to make the rounds and get to know the employees at Cerro Coso and also what everyone is looking for in a President (outside of what was listed in the job posting). One-on-one welcome meetings can be held and Dr. Hancock would like to implement an open-calendar policy and an open-door policy as best as his schedule will allow. Designated office hours will be set aside for 15-20 minute blocks to stay connected to individuals throughout the college. Will be adding a President's Corner blurb in the Coyote Howler. In effort to stay connected, Dr. Hancock is establishing standing meetings with various representatives of the constituent groups. Please feel free to reach out and share thoughts and ideas. Please include Jennifer Curtis when scheduling meetings and appointments.*

5. Classified Report

- **Spring 2021 Classified Flex Day**
 - *Classified sub-committee met to discuss a possible Classified PD day. Their focus was to see if a virtual PD day would be possible. She is reaching out to the group to see if this is a possibility, what the options could be and what the resources are. Suggestions to piggy-back off of Faculty Flex. John Elder shared his concern for M&O staff as they do not have that designated time in front of a computer. The sub-committee is trying to pull ideas from last year's survey. Jessica Kawelmacher would like some direction in regards. Corey thinks it is a great idea to pull from the survey and the vision for success, the PD money is designed for those kinds of things. Corey advised to determine what you would*



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like it to look like and go. In the end, we will include Dr. Hancock in those conversations. Classified sub-committee would like to reach out to the Faculty Flex Committee to ask for advice and suggestions. Sharlene invited Jessica to join a Faculty Flex Committee meeting to see how they operate. Sharlene discussed their cyclical planning process using goals and themes. She will share the call for presenters form, agendas and templates. The more classified buy-in we have in their own professional development, the more meaningful it tends to be. Jessica to go back to the sub-committee to create a draft agenda and get the ball rolling. Corey thinks wellness would be a great topic idea for a variety of reasons as well as dispute resolution, etc. Rene suggested mirroring ideas already in place for students - wellness.

6. Faculty Report

- Spring 2021 Flex
 - *Spring Flex is partially planned. Dr. Luke Wood will be the keynote speaker with two ninety-minute sessions. The Flex Committee discussed how to schedule the rest of the day. There was consensus to have breakout sessions including. Wellness is a goal that hasn't really touched on. Gary Enns agreed to present on meditation and mindfulness from the studio he teaches at. A request was received from a faculty member inquiring about a possible presentation on ergonomics and issues with working from home. Sharlene's goal is to have the Faculty Flex plan finalized by mid-November and to send out a call for presenters. Spring Flex is anticipated to produce a high adjunct participation rate. René asked if the committee has received adjunct feedback regarding their wants/needs in terms of PD. Survey includes full time and adjunct, but we haven't surveyed since last year. Adjunct feedback will be added as an agenda item for their next meeting. Corey would like to consider their needs and provide what training, one focus was enriching instruction, which includes adjuncts. Equity must remain as a focus and that dialogue needs to continue. A wellness piece would be beneficial.*

7. Management Report

- Compensation for adjuncts Spring 2021 Flex
 - *Adjuncts were not compensated for fall Flex, but will for the spring. Communications did not go out, but will for sure this spring. Corey would like to find the most effective way to take attendance. Sharlene discussed how Zoom automatically collects attendance when guests log in and can be printed as a report. Zoom captures the log in and log off data. Pre-registration was suggested as a measure to perfect attendance. Not many people filled out the feedback survey. Dialogue ensued about what presenters can do to increase the response rate for the next event. Share the link earlier and call more attention to it. The Flex Committee discussed lengthening the passing time so attendees have more time to complete the survey.*



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- *To what extent could we increase participation in professional development opportunities? How can we begin to notify people of what is coming up and have a system in place? To what extent do we can make those opportunities available and publicize them? The PDC has been out of the business of paying people as budget managers have the final say in what the money is spent on. Several pots of money have PD listed as a priority. SSSP review the idea of a general college-wide PD calendar listing. The PD calendar is in the brainstorming process and Corey opened it up to the committee for thoughts and ideas. The group thought the idea was worth-while, the three Vice Presidents and their assistants would be responsible to maintain the PD calendar. The use of a Google Calendar was recommended by several committee members as it allows capabilities for multiple owners and is able to be embedded. Rebecca, Sharlene and Corey receive many announcements for conferences and could share. Rebecca shared that the PedTech committee notices a higher response rate to emails. Activities could be color coded by funding source or themes. René suggested different calendars to avoid confusion amongst departments. Sharlene advocated for one calendar as some theme cross multiple disciplines and multiple calendars can become too complex. Corey will bring the PD calendar and ideas to President Hancock and the Vice Presidents to see if the calendar is practical across all the areas. If it is decided to move forward, then the details and process can be flushed out and we can broadly publicize how it works.*
 - *Corey asked for an informal vote if the committee is in favor of a professional development calendar.*
 - *All in favor*
 - *Review Climate Survey Results (Professional Development Questions)*
 - *Dr. Hancock received the full Climate Survey results last week and we will allow him time to digest the information.*
 - *Item tabled until the next meeting on November 18, 2020.*
- 8. Review of Action Items**
- *Corey to take calendar ideas to the executive group on October 22, 2020*
 - *Corey to ask Dr. Hancock for funding/permission to send faculty to various PD and conference opportunities*
 - *Jessica Kawelmacher to engage with Faculty Flex Committee and report back to the Classified Sub-Committee to create a draft agenda and begin planning the Spring Classified PD event*
- 9. Future Agenda Items**
- *Review Climate Survey Results (Professional Development Questions)*
- 10. Future Meeting Dates:** Wednesday, November 18, 2020 at 3:00 pm
- 11. Adjournment**
Meeting adjourned at 4:12 pm by Corey Marvin



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Meeting Co-Chairs: Dr. Corey Marvin, Sharlene Paxton & Jessica Kawelmacher

Recorder: Lacey Navarro