Minutes

Committee Name: Professional Development
Date: Wednesday September 18, 2019
Time: 3:00 – 4:30
Location: MB 350B
Present: Sharlene Paxton, Frank Timpone, Rebecca Pang, Jessica Kawelmacher, John Elder, Lisa Darty, Resa Hess, Corey Marvin, Stephanie Brantley
Absent: Rene Mora,

1. **Call to Order**

   Called to order at 3:03 p.m. by Sharlene Paxton, Faculty Co-Chair

2. **Approval of Agenda**

   Approved

   Note: Resa has a time conflict during our scheduled meeting times. Group discussions held and we will move our October meeting to October 2. Sharlene, Resa and Corey will be off campus November 6- all agree to leave the November meeting as previously scheduled and if we need it, December 4 is already scheduled.

3. **Approval of Minutes and Action Items**

   Approved

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

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)

Action Item: Need (1) Classified and (1) Student representative

Evaluation and Assessment

- Each event or activity sponsored by the professional development committee will be evaluated by an appropriate quantitative or qualitative method, such as a survey, focus group, written report, etc.
- The committee will also be evaluated through a self-evaluation that includes an annual review of assessed activities as well as through a biennial survey of faculty and staff satisfaction as part of the biennial Strategic Planning Survey

Corey brought up a conversation held last year about adding a tri-chair approach. We are waiting on CSEA to appoint another classified rep. Sharlene has reached out to Tyson to appoint a student representative. Lisa Darty questioned the purpose of having a student representative. Corey spoke to the participatory governance group and all stakeholders must be represented.

5. Review 19-20 Goals

1. Provide accessibility training for faculty and staff
   1.1. Canvas
   1.2. Word and PDF documents
   1.3. Videos

2. Promote culturally responsive teaching and learning
   2.1. Address equity gaps
   2.2. Umoja update from Equity Director
   2.3. On-site courses
   2.4. Online courses

3. Increase data literacy
    3.1. Data summit

    3.2. Institutional, departmental, and course-level needs

4. Increase institutional literacy
    4.1. Student experience – inquiry through graduation
    4.2. Functions and services of departments
    4.3. Employee orientations or peer-mentoring

5. Support college initiatives and ongoing skill building
    5.1. Guided Pathways
    5.2. OER
    5.3. Canvas interactive tools
    5.4. Word and Outlook
    5.5. eLumen

6.   Cornerstone

Why:
- Offering all California community colleges a way to easily access and track their employee training.
- Connects colleges on a cohesive platform to share promising practices and resources related to reforms
- Supports the colleges' ongoing work to implement reforms: Guided Pathways, Student Centered Funding Formula, AB 705, Local Goal Alignment, Student Equity and Achievement, etc.

What:
- Leading Learning and Management Tool – Offer, track, and report on employee learning
- Provide Online Learning – LinkedIn (Lynda), Skillsoft, and CCCCO training
- Compliance Training – Automates assigning and tracking
- FLEX/PD – Track/report FLEX hours, types of trainings, Title 5 and descriptions.
- Connect Communities – Collaborate and communicate across the CCC system

Resources:
- [Webinar recording](#)
- [Webinar slide deck](#)
- [Link to informational site about the Vision Resource Center](#), including information about the [integration process](#)
- Link to [promotional video about the Vision Resource Center](#)

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7. Flex Survey – IR

Results presented by John Elder. Recommendation from Lisa Darty that while we have the faculty all in one room we ask more meaningful questions such as; what would you like to see in future Flex Day presentations, what could we have done better, etc

8. Classified PD Survey – Jessica K

Survey results presented by Jessica Kawelmacher. Results show that Classified Staff would like to see Professional Development in the following areas:

- Inter & Intrapersonal Skills: Effective Communication – 75%
- Inter & Intrapersonal Skills: Ability to hold crucial conversations – 66.67%
- Leadership Skills: Improve Morale – 66.67%
- Leadership Skills: Team Building – 66.67%
- Safety & Emergency Training: First Aid/CPR – 65.71%
- Leadership Skills: Project Management – 63.89%
- Personal & Benefits: Retirement Planning – 63.89%
- Safety & Emergency Training: Emergency Training – 58.33%
- Personal & Benefits: Personal Development – 55.88%
- Safety & Emergency Training: Safety Training – 55.88%
- Technical Skills: Navigate Training - 52.78%
- Technical Skills: Banner Training – 50%

Best days to host professional development:
- 1st Choice: Monday - 47.37%
- 2nd Choice: Tuesday – 42.86%
- 3rd Choice: Thursday – 45.45%

Best month to host professional development:
- 1st Choice: May - 50%
- 2nd Choice: February – 33.33%
- 3rd Choice: October– 64.74%

Best time to host professional development:
- 1st Choice: Lunch – 62.50%
- 2nd Choice: Full Day – 38.46%
- 3rd Choice: Afternoon– 65%

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9. **Future Agenda Items**

10. **Review of Action Items**

   - *Action Item: Need (1) Classified and (1) Student representative*

11. **Future Meeting Dates**

   ~~October 2, 2019 3:00 – 4:30 p.m. | MB350B~~ - CANCELLED

   November 20, 2019 3:00 – 4:30 p.m. | MB350B

   December 4, 2019 3:00 – 4:30 p.m. | MB350B

12. **Adjournment**

   Called to order at 4:13 p.m. by Sharlene Paxton, Faculty Co-Chair

Meeting Chair: Corey Marvin
Recorder: Stephanie Brantley