



# Minutes

**Committee Name: Professional Development**

**Date: February 12, 2019**

**Time: 1:30 – 3:00 p.m.**

**Location: MB 318**

**Present: Corey Marvin, Sylvia Sotomayor, Juli Maikai, Chad Houck, Resa Hess, Rene Mora, Frank Timpone, Lisa Darty**

**Absent: Mike Metcalf, Davis Kunz, Ryan Khamkongsay**

**1. Call to Order**

Time: 1:35 p.m. by Corey Marvin, Vice President of Instruction.

**2. Approval of Agenda**

Approved with the addition of Goal Setting for 19-20

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

Approved.

**4. Resource Request Analysis**

| Goal  | Event   | Person Responsible | Cost   |
|---|---|--------------------|--|
| Canvas, document, and video accessibility                               | Lunch-n-Learns, Lynda.com, flex activity, in-service, guest speakers, train-the-trainer   |                    | \$3,000 (train-the-trainer faculty)              |
| Increase institutional literacy classified                              | in-service trainings, enhanced orientations (with peer mentors?), , departmental resource guides  |                    |  |
| Increase institutional literacy faculty                                 | Workshops, departmental resource guides, new employee orientations, flex activity (Registration Role Play, general session or breakout session) |                    |  |
| Promote culturally responsive teaching and learning (non-instructional) | In-service, workshops, regional trainings or conferences (train-the-trainers), guest  |                    | \$2,000-\$3,000 from Equity/Guided Pathways/SSSP |



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|   |  |  |  |
|---|--|--|--|
|   | speaker, webinars (curated list on PD page on website)   |  |  |
| Promote culturally responsive teaching and learning (instructional) | Flex activity general session, Lunch-n-learns, regional trainings (train-the-trainer), guest speaker, webinars (curated list on PD page on website), @One trainings  |  | \$4,000-\$5,000 from Equity/Guided Pathways/SSSP |
| Increase data literacy  | Data summit, Lunch-n-learns, webinars, flex activity, in-service, newsletter or Progress Report, Senate presentations, department-level trainings  |  |  |
| Support college initiatives   | In-service, workshops, regional trainings or conferences (train-the-trainers), guest speaker, webinars (curated list on PD page on website), faculty or classified trainers, flex activities, department-level trainings, academies, Lunch-n-learns, Lynda.com, @One trainings |  | \$2,000 (Guided Pathways)                        |

## 5. Goals for 19-20

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



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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. Review of Action Items**

None
  
- 7. Future Agenda Items**

None brought up by committee
  
- 8. Future Meeting Dates**

Monday, April 2, 2019 1:30 – 3:00 p.m. | MB318
  
- 9. Adjournment**

Time: 3:33 p.m. by Corey Marvin, Vice President of Instruction.

Meeting Chair: Corey Marvin / Sharlene Paxton  
Recorder: Stephanie Brantley