



# Minutes

**Committee Name: Professional Development**

**Date: January 29, 2020**

**Time: 3:00 – 4:30 p.m.**

**Location: MB 350B**

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

**Absent: Rebecca Pang, 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

- Unanimously approved.

## 4. Goals for 19-20

1. Safety and Security
2. Culturally sensitive (front-line and teaching) strategies
3. Teaching Strategies with a focus on Adjunct Professional Development
  - a. Guided Pathways
  - b. Dual Enrollment
  - c. Incarcerated Student
4. Workplace Well-being
  - a. Conflict Resolution
  - b. Stress Reduction
  - c. Communication

## 5. Resource Request Analysis

### **Improve safety and security awareness**

Like accessibility, safety and security awareness is a legal and regulatory mandate from the federal level on down. The intent of safety and security awareness training is to provide an educational environment for teaching and learning, free of crime and violence.

This need is primarily captured in the **Safety and Security** unit plan and in the **Administrative Services** division plan. This need is tied directly to the college's 2018-



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2021 strategic goal #5, Strengthen Institutional Effectiveness. Now that the college has a new full-time permanent safety and security manager, it has the capacity to design and implement improved safety and security awareness. Training is needed across the college for all employee groups.

The trainings will take place in a variety of formats, such as table-top exercises, webinars, lunch-n-learns, presentations at classified PD day, faculty flex days, and administrative retreats. First Aid, De-escalation, and Campus Security Authority Trainings that will require multiple sessions and provisions - **\$10,000**.

## **Enhance cultural sensitivity strategies for front line staff and culturally responsive teaching and learning for faculty**

With the Chancellor's Office committing to narrowing equity gaps with the goal of completely eliminating achievement gaps for historically underperforming students within 10 years, training in this area has been and continues to be a high priority for the system and the college.

This concentration is a multi-year thread that has been explicitly identified in **Academic Affairs** division plans and **ESCC, CTE, and Letters and Sciences** section plans. In addition, this need is tied directly to the college's 2018-2021 strategic goal #2, Narrow Equity Gaps, and to the CCCCO's Vision for Success goal to reduce equity gaps by 40 percent within 5 years and fully close them within 10 years.

Continuing from 2019-20, the committee envisions a variety of follow up activities such as flex breakout sessions, lunch-n-learns, and possible group attendance at a dedicated equity conference or at a conference with an equity emphasis. In addition, online providers such as the Vision Resource Center, Lynda.com, @One, and the CA Perkins Joint Special Populations Advisory Committee offer free and for-cost webinars. Student Equity and Achievement and Strong Work Force grants are possible alternative sources of funding. Group conference attendance x 2 - **\$25,000**.

## **Enrich on-ground and online teaching strategies with a special focus on adjunct professional development**

The highest ranked request from the faculty's professional development needs assessment in spring 2020 is to share teaching strategies that work. The college has long focused on improving the ways it engages nurtures, focuses, directs, values, and connects students. In addition, it is important and necessary to get adjuncts involved in this conversation, as adjuncts account for over 60% of the credit instruction at the college.



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This thread came out of the needs assessment conducted by faculty and aligns with explicit requests in the **Letters and Sciences** and **CTE** section plans and numerous unit plans, such as **Allied Health, Child Development, and English**. It directly addresses the college's 2018-2021 strategic goal #1, Maximizing Student Success; strategic goal #2, Enhancing Community Connections; any number of the CCCCCO's Vision for Success goals in completion; and such college and state initiatives as Guided Pathways, Strong Work Force, and AB 705 implementation.

The type of activities appropriate for this thread include a comprehensive series of flex activities, lunch-n-learns, faculty inquiry groups, instructional rounds, and guest speakers, as well as prioritizing adjunct faculty for such group conference participation as Strengthening Student Success or Guided Pathways workshops. Online providers such as the Vision Resource Center, Lynda.com, @One, the Inside Online Blog, and Canvas Commons offer free and for-cost instructional enrichment activities. Guided Pathways, Student Equity and Achievement, and Strong Work Force grants are possible alternative sources of funding to help with these activities. Stipends for peer-to-peer sharing of effective teaching strategies - **\$3,600**. Group conference attendance - **\$10,000**. Adjunct faculty stipends - **\$7,000**.

## Improve workplace well-being

This topic has been gaining in visibility for many years—not just culturally but also specifically in the field of higher education. Recently, Ventura College arranged an entire IEPI visit focused on ways to ensure employees, not just students, feel engaged, nurtured, focused, directed, valued, and connected.

While this thread is specifically captured in the **East Kern** section plan, it forms a main takeaway of the classified staff professional development survey and needs assessment in summer and fall 2019. Survey respondents overwhelmingly expressed a desire for training in topics like conflict resolution, improved communication, and stress reduction. The thread dovetails well with recent popular presentations at faculty flex day. Activities include guest speakers, lunch-n-learns, presentations at classified PD day, faculty flex days, and administrative retreats. The Vision Resource Center and Lynda.com provide online workplace well-being training free of charge. Guest speaker in one of topics mentioned above - **\$3,000**.

## Other College Initiatives

The Professional Development Committee also supports initiatives in particular units, sections, and divisions that do not rise to the level of all-college threads, including:

- Continued training around accessibility



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- Continued awareness and adoption of open educational resources (OER's), including the possibility of applying for a Z-degree grant
- Continued training/retraining of online instructors
- Continued training/retraining of incarcerated student education instructors
- Unit-specific professional development such as ACCESS technical training, mandated licensure training, coaching development, training on compliance and legal updates, individual skill attainment, and attendance at professional conferences that will increase student success, close achievement gaps, and help the college better address its mission and meet its strategic plan goals.

Finally, the Professional Development Committee is continuing to explore a way to implement an all-staff PD day. Over the next year, it will work with the appropriate constituencies (Academic Senate, Classified Senate, Administrative Cabinet, Calendar Committee, etc.) to ensure that such a day can be scheduled in a way that all faculty, staff, and management can attend and participate in valuable college-wide professional development. Crucial to the direction and success of this effort will be the new college president, starting July 2020. **Total amount requested - \$5K - \$8,600**

## 6. Review of Action Items

## 7. Future Agenda Items

## 8. 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
- April 22, 2020 3:00 – 4:30 p.m. | MB350B

## 9. Adjournment

Time: 4:15 p.m. by Sharlene Paxton, Professional Development Co – Chair

Meeting Chair: Corey Marvin / Sharlene Paxton

Recorder: Stephanie Brantley