

Minutes Draft

Professional Development Committee

Date: Tuesday, October 11, 2022

Time: 3:00 PM- 4:30 PM

Location Zoom: <https://us06web.zoom.us/j/88093300836>

Attendees: Corey Marvin, Andrew Burch, Rebecca Pang, Rene Mora, Kelly Potten

1. **Call to Order-** meeting called to order at 3:03 PM by Corey Marvin
2. **Changes/Additions to the Agenda-**
 - *Corey asked the committee if all agree to keep the group as is, 2 admin, 2 faculty, and 2 classified, all members confirmed agreement.*
 - *Debilyn Kinzler will be new faculty member.*
 - *Palomar Needs Assessment discussion*
3. **Approval of Minutes and Action Items**

Minutes unanimously approved

Action Items – complete
4. **Fall Flex Event Briefing** –*Andrew reported the Spring Flex was successful and he received positive feedback. Faculty reported the topics of accessibility and pedagogical approaches to teaching were well received.*
5. **Faculty Training for Online Teaching-** *Andrew and Rebecca discussed online training for faculty to teach in online environments. Questions arose regarding training requirements. Which training should be used, Suzie’s summer training, @one, or VRC? Rebecca expressed interest in using the VRC to provide training. Rene asked should new faculty be able to use a previous course in online teaching as requirement. The group discussed who would be best suited to determine if requirements are met and should faculty chairs be the reviewers of these requirements? The group decided these questions might best be answered by PED Tech committee. Andrew will reach out to faculty at the flex meeting on Friday to ask them to review trainings available online for feedback. Rene will reach out to chairs to ask how it is determined that new faculty meet online teaching eligibility requirements.*
6. **Spring Flex-** *In the discussion regarding Remote/On-ground hybridization, Andrew states the flex community believe providing online training for flex is how they would like to continue. The combination of Zoom presenters and online and on-ground attendees was*

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well received. Rene believes that the hybrid format is how individuals prefer to be trained. Andrew would like to get feedback in the Spring on from different types of attendees. Andrew asked if there is any way to fund hotel stays for those attending on-ground that live remotely.

- 7. Palomar Needs Assessment-** *Corey and Andrew shared the examples of the forward-facing and the back end of the survey. Corey would like to implement this survey annually. Rebecca asked how the survey is coded for easier processing of results. The back end of the survey provides a good way to make beneficial changes to how the college responds to professional development requests by employees. Andrew will work with Jaclyn Kessler to build the survey with help from various departments. The PD committee will review the results.*

- 8. Review of Action Items**

- Corey and Rebecca to investigate funding for post flex social event and accommodations.*
- Corey to discuss Vision Resource Center with Abe Ali.*
- Andrew to survey flex committee regarding online teaching and preparing a document for online teaching training.*
- Rene to reach out to faculty chairs to discuss online teaching assessment for new hires*

- 9. Future Agenda Items-** *Rebecca identified the need to discuss the eventual approval of Title V and how to train staff on accessibility.*

10. Future Meeting Date: Tuesday, November 8th, 2022

11. Adjournment- *Meeting adjourned at 4:22 PM by Andrew Burch*

Meeting Co-Chairs: Corey Marvin & Andrew Burch

Recorder: Kelly Potten