



# Minutes

Professional Development Committee

Date: Wednesday, March 17, 2021

Time: 3:00 pm – 4:30 pm

Location:

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

Attendees: John Elder, Corey Marvin, Jan Moline, Rene Mora, Rebecca Pang, Sharlene Paxton, Frank Timpone

**1. Call to Order**

*Meeting called to order at 3:03 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*

*Action Items completed*

**4. Classified Report**

- *Paul sent out an email on February 23, 2021 in search of a replacement for Jessica.*

**5. Faculty Report**

• **CORA Certificate Training Programs (Vonetta)**

*Sharlene can send out the CORA information to the faculty sub-committee. CORA is Dr. Luke Wood's group. If certificates lead to an increase in salary, then faculty will need to pay for themselves. If the college funds the training, it cannot be used as salary credit. The topic can be discussed further at the next PDC meeting. Rene suggested a disclaimer be provided in the email to prevent confusion.*

• **Fall Flex**

*Some sessions could originate at the college and some sessions can be virtual. Those that would like to have some contact with their colleagues should have the opportunity to do so. Corey reminded Sharlene to work around ESCC as they are not open on Fridays. A discussion took place regarding possible schedules to accommodate all employees.*

**6. Management Report**

• **All College Convocation**

- *An All-College Convocation has been on our RRA for the last few years. Dr. Hancock is in favor of an all-college convocation for the purpose of professional development. Logistics and planning have been sticking points with faculty and Dr. Marvin opened the conversation for ideas to move forward for the next academic year. The goal is to find a good day for an all-college convocation. A date should be set for outside of contract and the college should be willing to compensate*



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employees for their time. Jan emphasized the need for a focused effort to encourage students to register early so the convocation does not disrupt student registration. Historical information was shared regarding the impact the recession had on student registration. Thursdays and Fridays are prime flex days. If classes start on a Friday, students may be confused. A small number of classes offered on a Friday, and we run back into the problem with ESCC closed on Fridays. Sharlene suggested flexing the workweek for ESCC to schedule a workday on a Friday. Jan suggested offering a floating holiday for those ESCC employees.

- *WSCH and DSCH - A WSCH class is a class that starts at the beginning of the semester and ends at the end. Flex days are in lieu of instructional days. The first two days (Thursday and Friday) are used as in-service days. Students show up on Monday. As long as the college continually offers instruction from the first day of the semester to the last day of the semester, we are good with classes being "WSCHed". Corey explained how days are counted and how Flex Thursday and Friday can be moved to another Thursday/Friday. The group agreed that an all-college convocation is doable, but has to make sense for the institution as a whole and all constituent groups. Corey asked Sharlene to discuss the topic with Faculty Flex Committee and at some point it will go through College Council and Academic Senate for discussion. Rebecca shared her experience moving a few courses during the winter and it affected enrollment at the time.*

## **7. Review of Action Items**

- *Sharlene to follow up with Vonetta regarding CORA*
- *Corey to bring CORA brochure to Admin Cabinet*
- *Sharlene to bring CORA brochure to faculty*

## **8. Future Agenda Items**

*No future agenda items suggested*

## **9. Future Meeting Dates:** Wednesday, April 21, 2021 at 3:00 pm

## **10. Adjournment**

*Meeting adjourned at 3:56 pm by Corey Marvin*

Meeting Co-Chairs: Corey Marvin & Sharlene Paxton

Recorder: Lacey Navarro