



Minutes

Professional Development Committee

Date: Tuesday, January 25, 2022

Time: 1:00 pm – 2:30 pm

Location: Zoom <https://cccconfer.zoom.us/j/97991697981>

Attendees: Andrew Burch, Jennifer Marshall, Corey Marvin, Rebecca Pang, Kelly Potten, Frank Timpone

1. Call to Order

Meeting called to order at 1:05 pm by Corey Marvin

2. Changes/Additions to the Agenda

No changes/additions to the agenda

3. Approval of Minutes and Action Items

Action Items from October 20, 2021 were completed.

The group held an in-depth discussion regarding paying presenters for Lunch-n-Learns. SCA in July can cover PD Presentations throughout the whole year including Flex and Lunch-n-Learns including full-time and adjunct faculty. Compensation for classified and management would require an additional conversation and we will discuss when we get here.

4. Classified Report

No report

5. Faculty Report

- **Spring Flex** – *feedback regarding spring flex was positive. The group enjoyed mental health and wellbeing. Fall feedback indicated the need for applicable to the classrooms and the Faculty Flex Committee felt that was accomplished in spring. Feedback also showed overwhelming support of the student panel and Andrew would like to see the student panel become a staple in the flex offerings. Andrew would like to reach out to Tyson and Katie to identify students from a different population group to present for the next student panel.*

- **Mid-term Report** – *Andrew, Sharlene and Corey are working on the mid-term report surrounding equity and professional development. Andrew has reviewed past flex training and has gathered enough data to draft a paragraph for the mid-term report. Corey offered to bring PD information from other districts during the accreditation visits. Corey explained the timeline of the mid-term report and shared we would like to get it completed before Graduation.*

6. Management Report

No report

7. Vision Resource Center

The district decided to join in the VRC. Dena has prevailed upon whoever is onboarding VRC. We submitted our names in time to receive the discount. District IT and HR will be



Minutes

involved in the VRC integration. Once integration is complete, the PDC can discuss ways we would like to utilize the platform and where some work will reside. The VRC will be customizable specifically to Cerro Coso. The point person can manage CC's presence on the VRC. We are not big enough to hire a full-time professional development coordinator like BC.

8. Resource Request Analysis (RRA)

The RRA is due on February 15 each year. In terms of input, that is one layer used to pull together. Sylvia runs a process where she can extract PD items from the unit planning process. The data is reviewed, and we identify a short list of themes for college-wide professional development. Corey explained the typical cycle of themes and threads for the RRA. The fact that there is no classified senate makes things different this year as the RRA covers the entire institution and not just one constituency group. If there is an opportunity to get that feedback in the next couple of weeks.

A discussion was held regarding the alignment of the submission of the RRA and the next meeting. The group felt comfortable allowing Corey to draft the 22-23 RRA and sending out for review and feedback.

Now that Andrew has completed his first year as the head of the FFC, we will be more intentional about gathering meaningful feedback from all constituency groups.

9. Review of Action Items

- *Corey to create the first draft of PD RRA and sent out for review by February 4.*

10. Future Agenda Items

11. Future Meeting Dates

Wednesday, September 15, 2021	Tuesday, February 22, 2022
Wednesday, October 20, 2021	Tuesday, March 22, 2022
Wednesday, November 17, 2021	Tuesday, April 26, 2022
Tuesday, January 25, 2022	

12. Adjournment

Meeting adjourned at 1:50 pm by Corey Marvin

Meeting Co-Chairs: Corey Marvin & Andrew Burch

Recorder: Lacey Navarro