Minutes Draft

Professional Development Committee

Date: Tuesday, November 8, 2022

Time: 3:00 PM- 4:30 PM

Location Zoom: MB 318 or Zoom

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**- *no changes/additions to the agenda*
3. **Approval of Minutes and Action Items**

   Minutes unanimously approved

   Action Items –
   - *Per Corey, President Hancock is positive about providing accommodations for the upcoming staff convocation. There may be some limitations depending on hotel availability and faculty's distance traveled.*
   - *VRC to be discussed with Abe on 11/09/2022*

4. **PD Needs Assessment Survey –** *Andrew and Jaclyn Kessler met and created an outline draft for the survey and presented for committee feedback. Andrew went through the survey and highlighted sections to ask where to seek feedback from outside committees and departments. Committees/departments identified for Pedagogy section were POCR, Ped Tech, Guided Pathways, ISEP, and faculty chairs. Committees/Departments identified for Technology section were Ped Tech, Distance Ed, IT, TRT team. Committees/Departments identified for the Reporting/Planning section were IEC, SEAC, Student Services. Committees/Departments identified for the administrative section were Budget Committee, HR, PR, and IR. Committees/Depts identified for the Self-Care and personal benefits section were HR, Student Services. It was mentioned to make equity a consideration in each section. The outcome of the survey was discussed, it will come back to the PD committee and in turn parcel training needs out supervisors and chairs.*
5. **Spring Flex (update)** *The Spring Flex committee have discussed the recruitment of 2-3 presenters and the cost. Ideas for topics to be covered during flex include accessibility in word and pdfs., workshop/sandbox for Canvas, equity in the classroom, online learning and how to create inclusive learning in distance education. Andrew and Corey discussed the cost of presenters and if equity funding can cover the cost.*
6. **Flex Training for Online Teaching (update)** *– The flex committee has been discussing the requirements for online teaching. The question of reimbursement for online teaching training came up, Corey stated the college will not be compensating faculty to be prepared*

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to teach online and that the process would be formalized and provided to departments and faculty where they can access the training (Suzie Ama). Andrew asked Rebecca if the Ped Tech committee is formalizing online training requirements. Rebecca to discuss with Ped Tech committee. Rene also mentioned that occasionally grad programs will have online teaching completion requirements that and perhaps proof of completion can be used in lieu of the class.

7. **Account Setting Account Calendar-** *Rebecca wanted to discuss the creation of a Google calendar for PD events. It was discussed and decided that it would be difficult to maintain and that the focus will be on the CC landing page on the VRC.*

8. **Review of Action Items***.*

   - *Corey to discuss Vision Resource Center with Abe Ali.*
   - *Corey to inquire about equity sources for Flex presenters*
   - *Andrew to reach out to Jessica Kawelmacher for past PD survey results.*
   - *Rebecca to discuss formalizing online training requirements with Ped Tech*

9. *Future Agenda Items-*
10. Future Meeting Date: Tuesday, January 24th, 2023. 3:00 PM
11. Adjournmen*t- Meeting adjourned at 4:30 PM by Corey Marvin*

Meeting Co-Chairs: Corey Marvin & Andrew Burch
Recorder: Kelly Potten