



Minutes- Approved

Professional Development Committee

Date: Tuesday, May 9th, 2023

Time: 3:00

Location: Zoom

Attendance: Andrew Burch, Debilyn Kinzler, Kelly Potten, Rebecca Pang, Rene Mora

1. **Call to Order-** *Meeting called to order 3:03 PM*
2. **Changes/Additions to the Agenda -** *no changes*
3. **Approval of Minutes and Action Items –** *minutes approved.*
4. **PD Survey Discussion-** *Andrew shared the PD Survey results so far. With Microsoft Forms the data will need to be disaggregated by staff type. Andrew did a brief overview of the data so far and asked what do we want to do with the data? It was suggested the data collection should be disseminated departmentally. The need to recruit administrators for lunch and learns was discussed. It was mentioned the CVC is discontinuing the use of @one and may be impacting VRC as they are trying to relocate it all to one place. Per Andrew the survey will not be shared at flex, we should look at it as a committee prior to sharing. The committee agreed that spring semester would be a better time frame to plan to share survey data. The committee will have IR at the next committee meeting to go over the data.*
5. **Fall Flex –** *Things on the agenda, 2 researchers from UCI Waverly and Daniel to speak on AI and use of ChatGPT. The need to identify admin topics that should be addressed at Faculty Flex events came up. Andrew to pull data from the survey to find common themes. AI will be on the agenda. The need to develop a policy on the use of AI by students was discussed and to receive guidance from administration on how faculty should be dealing with the use of AI. Finding faculty resources regarding the use of AI was also discussed. What are administrative counterparts at other schools doing regarding the use of AI. Following up with admin to set some guidelines, such as overarching guidance and board policy from admin. What will ACCJC expect to see from institutions regarding the use of AI?*
6. **Review of Action Items -** *Jaclyn and IR to present PD survey data at next meeting. Andrew will reach out to Heather and Corey to work on the AI discussion at flex.*
7. **Future Agenda Items -**
8. **Future Meeting Dates-** September 12, 2023 tentative, TBD
9. **Adjournment-** meeting adjourned at 4:00 PM.

Meeting Co- Chairs: Corey Marvin & Andrew Burch

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Recorder: Kelly Potten

