



# Minutes

Professional Development Committee

Date: Tuesday, February 14<sup>th</sup>, 2023

Time: 3:00

Location: Zoom

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

1. **Call to Order- Meeting called to order by Andrew Burch at 3:01**
2. **Changes/Additions to the Agenda- no changes**
3. **Approval of Minutes and Action Items- minutes approved unanimously. Action items**  
*Andrew- reached out to Jessica Kawelmacher and has shared with Jaclyn for reporting.  
Rebecca-online training will go to faculty chairs, and we are reviewing the language because the change to title V should be reflected. @1 grant is ending June 2023 they were waiting to see if the chancellor's office would continue to support, it will not continue.  
Andrew put together a document with @1 training, uncertain of where they will end up.*
4. **2023 Spring Flex (update)- Flex was well attended upwards of 60-70 online users. On-ground attendance was not as well attended, 4 faculty in attendance. Feedback was collected and good, remains to be discussed. For Fall should we continue online format?**  
*Rene mentioned another survey for flex format preference should happen in the future.  
Zoom flex seems to be the preference. Debilyn believes that the Zoom option if given will always be chosen. Andrew, because flex is a voluntary event the online option is preferential especially for those out of town. Question posed, should we add a Navigate refresher course to flex?*



# Agenda

5. **PD Needs Assessment Survey (update)**- Andrew shared the PD survey results. The survey covers preference of delivery formats and dates and times for flex events. The survey is filter based on employee type faculty/admin. The survey asks what are some barriers to professional development? Input was given on various questions adding asynchronous course questions. Stratify and tease apart the different courses we offer, hybrid, zoom and on-ground. Rene recommended adding office hour management to the classroom management questions. Rebecca mentioned adding title V language “regular and substantive contact/interaction with students” into the faculty portion, potential flex topic. Student engagement is a good topic to add per Debilyn, how do we relearn how to capture students that are dropping off. This may be an idea for flex. How do we engage students in a post-Covid world? How to engage students on all formats. Debilyn asked what happens with early alerts/interventions in Navigate, she does not receive follow up or feedback. Feels like there is a disconnect, this topic should be added into the PD survey. How do we streamline coordination and communication using early alerts? Who will be analyzing/reviewing the survey results?
6. **Review 2022 – 2023 Professional Development Resource Request Analysis**- future discussion Corey takes the planning docs and scours what will use to develop the RRA that will be taking center stage in our next few meetings. We will be working on this and brainstorming and approving the RRA for the academic year.
7. **Review of Action Items**- *Has Corey met with Abe Ali? Andrew providing feedback on survey to Jaclyn. Andrew to reach out to Sharla Barry about returning.*
8. **Future Agenda Items**- *Development of 2023-24 Resource Request Analysis*
9. **Future Meeting Dates**
  - 3:00pm – 4:30pm Tuesday, March 14<sup>th</sup>
  - 3:00pm – 4:30pm Tuesday, April 11<sup>th</sup>
  - 3:00pm – 4:30pm Tuesday, May 9<sup>th</sup>
10. **Adjournment meeting adjourned at 4:15 PM**

Meeting Co- Chairs: Corey Marvin & Andrew Burch

Recorder: Kelly Potten