

Professional Development Committee: Minutes from the September 8, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, , Jacque Myers, Martin Stringer, Cecilia Diaz, Jim Isbel and Tiffany Gause

Guest: Joseph Alonzo

Note-take: Tiffany Gause

1. Roles and duties of members discussed. Assignment of new roles after loss of members from last year. Martin Stringer noted that reporting needs to be improved. This includes being better at informing the faculty and staff of opportunities.
2. Martin also shared that there are legitimate funds available for professional development. Because of this we need to enforce protocol for creating professional development activities.
3. Nearly all flex form evaluations and sign in sheets were turned in to Jacque. The evaluations and sign in sheet from equity training hosted by Joseph Alonzo have not been turned in yet, but Joseph stated he would get that to Jacque.
4. Jacque will collect data from the evaluations and sign in sheets and report that back to the committee on the first October meeting. Lupe will assist Jacque in that collection of data.
5. It was suggested that there be, and are, more opportunities during the semester for faculty development. This would especially be beneficial for classified employees.
6. The committee engaged in brainstorming for flex ideas. Joseph Alonzo sought the interest of the committee in pursuing equity activities. The committee is in unanimous agreement to pursue this.
7. Martin offered three suggestions for flex. First, Martin would like to bring Dr. Myra Snell to present on accelerated learning. Dr. Snell's research concludes that those who start at math classes which are 3 levels below "college ready" only have a 6% chance of success. Martin suggests the information Dr. Snell has on improving those statistics would be very useful. Second, Martin proposes a retreat for classified faculty that would include a multifaceted approach included a walk/hike, round table discussion, and chance to interact with faculty. Third, Martin suggested offering a training on filling out resource requests for coordinators and supervisors.

8. Joseph Alonzo seeks to ensure he is following protocol in offering professional development opportunities for faculty and staff. He seeks collaboration, shared ideas, and reported on new events and meetings that will happen this academic year. Joseph will present to the committee a calendar of ideas for 2015-2016 for the committee to approve.
9. Martin made it clear to Joseph that all professional development must come through the Professional Development Committee.
10. Joseph seeks to reach out to already established trainings such as Safe Space and Vet Ally to potentially expand or provide greater support.
11. A challenge the committee will face with offering more opportunities will be available times. With the introduction of the equity training, the flex calendar became very busy for the Fall of '15. Some faculty complained of inability to get sessions offered, or inability to attend sessions because of the overscheduling. The committee will further explore semester offerings so as to offset the congestion of flex week.
12. In addition to the proposed equity support from Joseph, Jim Isbel proposed there be a semester flex session held in conjunction with the Educational Master Plan Committee.
13. Martin emphasized that the committee must send a clear message to classified employees from an equity standpoint. Joseph iterated that he has funds for collaborative training.
14. Lynette reported that she has been asked to share opportunities with the larger campus around professional development at conferences or symposiums. She will first send those opportunities to the committee to see if there are any objections, and if none, she will share the information with the larger campus.
15. Martin announced that there are conferences available in the future and will be open to all faculty. Specifically, Martin mentioned a conference in Baltimore, Maryland in June of 2016. There will be equity funds to help get faculty and staff to those conferences.
16. The timeline of the semester for this committee was reviewed and it was agreed to continue working toward due dates on calls for sessions and calendars.

Professional Development Committee: Minutes from the September 22, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Martin Stringer, Irma Delatorre, and Tiffany Gause

Note-take: Tiffany Gause

1. Spring FLEX week scheduling of workshops/sessions were discussed. Requests that come in to the committee for activities need to follow protocol. The collective creation of the calendar will adhere to the calls which are sent out by the committee nonadministrative chair.
2. Lynnette shared the need to consider all staff and faculty when offering of FLEX events. Response from surveys sent out should inform calendar offerings and creation. Not attempting to consider all staff & faculty when offering activities seems exclusionary.
3. Any request for FLEX activities should follow the protocol of responding to the calls sent out by the committee chair.
4. The survey of classified faculty yielded much response. The times available are the number one reason staff do not attend flex sessions. Following that, the sessions were not of particular applicability to staff, according to the survey results. Staff included several reasons why attendance was low, and offered some suggestions for more inclusiveness.
5. Brainstorming for classified specific opportunities including health & stress, communication, and computer skills. What time frame would work best? Days? Perhaps shift offerings? And exploration into dual purpose offerings.
6. Lynnette expressed an interest into exploring changing the name of the FLEX calendar to it being the Professional Development Committee. Is there a process for this? Martin and Lynnette to explore.
7. Equity flex activities should be considered because of the opportunities through funding that are available. Joseph Alonzo is exploring proposals. Marilyn Flores will follow up with UCLA trainer as requested by Lynnette.
8. Should there be a professional development logo to help with promoting of professional development opportunities? Committee agrees to explore this.

Professional Development Committee: Minutes from the October 13, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Jacque Myers, Martin Stringer, Cecilia Diaz, Jim Isbel, and Tiffany Gause

Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. Jacque reported on the Flex evaluations. Overall positive comments. Data has collected into an excel file. Some issues respondents had included not having enough time. Low classified turnout. Further emphasizes the need to offer more midsemester offerings.
2. Lynnette has reached out to Philip Tran to do an Adobe Acrobat session, and Andy Salcedo for an excel session. Waiting to hear back from Salcedo. Tran is open to midsemester and Flex week.
3. Joseph Alonzo has paused all activities to ensure process is being carefully followed. The committee emphasized that midsemester offerings are welcomed. This especially is needed to include classified staff.
4. Joseph Alonzo will be proposing the following events:
 - a. Equity Institute Continued Date TBD.
 - b. VetNet Ally Program- November 4th.
 - c. Courageous Conversations Reading Group- Ongoing Spring.
5. Joseph Alonzo has proposed having the Equity Institute Continued on Friday, October 30th. Committee expressed concern over timing. Martin Stringer suggested that attendance be maximized as best as possible to get the most out of the money spent on Veronica Neal. Joseph Alonzo asked for other suggestions and settled on offering two dates for the follow up training which past participants will choose from. The most popular date will be chosen for the training. The committee emphasized that future trainings which take 5 hours, and are mostly held on Fridays or Flex week exclude most classified staff from being able to attend.
6. Lynnette presented the calendar thus far. The offerings are slim because it is still early in the proposal season. Second call for sessions will go out Monday, 10/19. Martin Stringer suggested the "All Things Emergency" be pushed hard by the campus for high turnout. Lynnette will confirm Alistair Winter will offer again this spring.
7. The other most popular sessions from last Flex week were kept in place by Lynnette in anticipation of their being offered again. The calendar will be edited as proposals come in.

8. Martin is looking to begin a perennial classified retreat. This would include exploration of a variety of activities including learning about the Coast Keeper Garden, and allowing for classified to engage in round table discussions to air needs and ideas for their positions. This will be conducted with a faculty member.

9. Martin Stringer, Joseph Alonzo, and Marilyn Flores will be planning specific trainings for campus centered on Math and English. More to come on this after planning meetings are completed.

Professional Development Committee: Minutes from the October 27, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Jacque Myers, Jim Isbel, and Tiffany Gause

Note-taker: Tiffany Gause

1. Lynnette announced that Leah Freidenrich would like to move her tour of the Hindu Mandir from the Monday of Flex week to the previous Friday. Leah does not want to conflict with the equity event on that Monday.
2. Lynnette is still waiting on descriptions from Joseph Alonzo's proposals. She will email him to follow up.
3. Division meeting times are coming in as they are solidified.
4. The deadline for proposals is November 2nd.
5. There was a conversation around defining what professional development events might need to look like.
6. The "Eat Well Work Well" emails that have been exchanged on campus need to be further investigated.
7. The committee will work to develop a checklist which clarifies for SCC faculty and staff what qualifies as professional development.
8. At the next meeting, the calendar will be complete and the committee will work to edit and review times and offerings.

Professional Development Committee: Minutes from the November 10, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Terry Flores, Martin Stringer, Irma Del Torre, and Tiffany Gause

Note-taker: Tiffany Gause

1. Lynnette and Martin brought up the potential changes to PDC in looking at funds available and what roles may exist in divvying up funds for professional development.
2. The committee discussed the flex calendar as potentially needing fundamental changes in the future to best benefit the faculty and staff at SCC. Does the "Flex Week" model still work? Does it work for everyone? Does it help us to address the recommendations from accreditation? Is it inclusive?
3. Siena Edwards contacted Lynnette to see if there are diverse offerings of opportunities for all to be able to attend? For example, SharePoint training during the semester and at the best time for everyone to have a chance to attend. Martin has asked around to get a feel for what days work best for everyone. Thursdays will be a target day.
4. Lynnette has some potential semester offerings beginning in February. Irma is reaching out to a contact, and Martin will be hosting a mid-January classified event.
5. Terry suggested that offering a variety of times for the same event may be of importance. For example, Lynnette is working with Loretta Jordan to have a mid-semester offering. Terry suggested that these be offered twice on the same day so that classified staff have more options.
6. The committee reviewed and edited the Spring '16 Flex calendar. Corrections were made where necessary.
7. E. Baez will check to ensure her calendar will allow her to present the Flex calendar to the academic senate.

Professional Development Committee: Minutes from the November 24, 2015 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Terry Flores, Jacque Myers, Cecilia Diaz, Martin Stringer, Jim Isbel, and Tiffany Gause

Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. Lynnette met with Academic Senate President, Corinna Evett. Evett shared that there are funds available for professional development through BSI, SSSP, and Equity. The committee needs to follow its charge more closely to let the campus know about these opportunities, and to seek professional development opportunities for staff and faculty to attend.
2. It was emphasized that we should be seeking opportunities for campus wide professional development.
3. Then committee reviewed its duties, and discussed what is currently being done. Martin listed out steps that should be taken to start our movement toward adherence to the charge. Included are things like identifying how much money we have, and ways to approach seeking out other opportunities.
4. Tiffany suggested the committee move toward becoming an institutionalized hub where opportunities and advertisements go out.
5. Martin reiterated that we need to ensure people have enough time to plan for attendance. Perhaps a 2-3 month lead time is needed for announcements.
6. Martin suggested that all members of PDC come with at least one conference recommendation to each meeting from here on out.
7. Joseph said money is fairly secure for PDC, but that it is important the committee understand what is and isn't allowed under equity funding.
8. Tiffany suggested breaking up specialty money research into opportunities.
9. Lynnette suggested the development of tiers for conference attendance. Conference fees, travel, for example, should perhaps be not all paid for.
10. Jacque asked about the district request process that must also be sought if receiving funds for conferences or other professional development opportunities.
11. Joseph said the committee will probably want to create a form which is merged with the district form so that the burden of paperwork and redundancy is reduced.
12. The committee discussed the need for a clear application form and process of reporting back for those that attended paid events.
13. Elizabeth concurred that demonstration of how the campus benefits from the attendance of a particular event should be demonstrated in some way.
14. Ideas for reporting were exchanged:
 - a. Flex activity, report written, round table, or discussion at committee or division meeting
 - b. Martin reiterated that the form needs to be inclusive to all faculty and staff

15. Committee agreed that the hard dollar amount available is something we need to know before moving forward with opportunities and advertisements.
 - a. The committee shared that if we could get \$15000 from Equity, it would allow for more flexibility and broad opportunities.
16. Jacque said application should cover all opportunities. If classified staff attend a conference and pay out of their own budget, should that come through this committee?
17. Martin says yes. We should document what all folks are doing in terms of professional development across the campus.
18. Jacque says many classified attend conferences but never share their attendance.
19. Committee seemed to think that establishing an “other” box on the application is needed when folks are using funds that are not the three funders (BSI, SSSP, and Equity). For example, the SCC Foundation may give someone a grant to attend a conference.
20. Jim said we need to clarify the other box so that folks can provide explanation on funding.
21. Martin suggested a template for emails which becomes institutionalize, similar to the President’s reports that go out every other week.
22. The committee discussed who would be funded, and many offered support for 1st come 1st served, as equity does.
23. The committee discussed creating a rubric of what is allowable for specific funds may be helpful.
24. The committee discussed creating a mechanized process which takes away any opportunity for the committee to value one application over another. The committee wishes to avoid being “judge and jury” in deciding awards.
25. The outline of the application for equity dollars will be emailed out by Joseph, and the committee will review to see where changes need to be made for this committee.
26. The committee agreed to research and have one conference for our first meeting in February.
27. The committee also will think and look into housing conferences on campuses that may be beneficial.