

Professional Development Committee: Minutes from the February 9, 2016 meeting

Present: Elizabeth Baez, Lynnette Beers-McCormick, Terry Flores, Jacque Myers, Cecilia Diaz, Martin Stringer, Jim Isbel, Vanessa Jones, Irma De La Torre, and Tiffany Gause

Note-taker: Tiffany Gause

1. Introduction of new committee member Vanessa Jones from the Math Department.
2. The Flex evaluation form was found to have a grammar error. Martin Stringer identified that there was no provision for Administration on the form. This will be edited by Lynnette.
3. The professional development activities for classified staff were discussed. Irma is investigating the possibility of bringing a cyber-bullying expert for the Spring "16 semester.
 - a. Still looking into a date that will work best for classified employees.
 - b. Session will be around 1 hour.
 - c. Many committee members felt Thursdays would be best. Martin reported that on the classified retreat held on 1/23/16, many employees stated Thursdays are better for professional development opportunities.
4. Lynnette reported that Lorie Jordan is planning to host a training on how to deal with difficult people. There will be two sessions available, each running one hour, to maximize the number of classified employees that can attend the training.
5. The response to Martin's classified retreat (1/23/16) was very positive. Many employees reported being happy to step away from their desk to become better acquainted with all the campus has to offer. Many felt the retreat was very informative.
6. Martin reported that many classified employees shared that there should be more general information placed on the H drive.
7. Others were confused about media services available to faculty for evening and night classes.
8. Other employees felt there needed to be greater amounts of information provided to adjunct faculty. Where are printers/copiers and computers located? Other employees stated they were interested in more sessions around ways to remain healthy while sitting at a desk, including exercises.
9. There was also an expressed desire to have more Sharepoint, Excel, and Outlook workshops before Flex week.
10. Martin reported attending a presentation with Marilyn Flores on equity in hiring. The presenter, Kimberly Papillion, travels internationally and trains judges and other

political figures. Martin described the exercises they participated in, and the ways in which it benefited them in recognizing bias.

11. The committee charged Martin with exploring bringing Ms. Papillion to campus for a training.

12. Several committee members shared upcoming conferences available for professional development opportunities including:

a. OnCourse National in Anaheim 4/7-9

b. ADEC (Distance Ed.)4/7-8

c. CTA Equity Conference in Torrence, 3/4-6

d. ACTFL in Boston 11/18-20

e. CTLA in Visalia4/17-20

f. And Jim Isbel has a connection with someone who works for the Office of Civil Rights that may be able to present to the campus

13. The committee agreed that the use of the equity application seems to be okay for use for equity professional development opportunities. As events change, the committee will reevaluate the need.

14. The committee also confirmed that help in advertising Lorie Jordan's event would be fine, there is no need to advertise it as coming from the committee.

Professional Development Committee: **Minutes from the February 23, 2016 meeting**

Present: Elizabeth Baez, Lynnette Beers-McCormick, Terry Flores, Jacque Myers, Cecilia Diaz, Martin Stringer, Jim Isbel, Vanessa Jones, Terry Garcia, and Tiffany Gause
Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. Discussion of FLEX proposal timeline. Martin is following up with Papillion again, has yet to receive a return email. The committee agrees with the timeline proposed for calls to go out.
2. Discussion of classified PD activities. Martin shared that requests are being sent to administrators to address requests and suggestions. Martin is specifically investigating topics discussed at the round-table event shares in the last meeting.
3. Cecilia created a general application form for inquiry/funding of conference attendance.
4. Joseph Alonzo shared his thoughts on the application form and brought another version for the committee to review. Specifically, Joseph wonders if there is redundancy with the PDC form and the Office of Student Equity and Success (OSES) form.
5. Additionally, should PDC focus on finding events to bring to campus and allow the OSES to focus on finding events and conferences which are relevant? Joseph thinks that it would be perhaps more beneficial for PDC to find events which can be campus wide with funds available. Joseph would like for OSES to deal with conferences, and PDC handle events.
6. Martin still feels there should be a centralized location where information is disseminated to the campus. Lynnette said that the money will essentially still flow through Joseph. Martin pointed out that being the case for now, but what about a situation where equity money goes away.
7. Jacque suggested that there be a paper trail created which would track the number of denied events due to lack of funds.
8. Martin proposed we still submit for funding requests which are distinct from equity.
9. On the application, what is it that needs to be included? Committee suggestions are:
event title & description, date & location, purpose, who is served by the event, how will it be funded, and who will be attending.
10. The committee discussed how funding outside of equity determine who gets to attend. Committee is not comfortable designating priority for particular events. The committee reverted back to a previous conversation where it was favored that funds be distributed on a first come, first served basis.

11. The committee discussed the fate of FLEX week calendar and its likely evolution from what it historically has been. FLEX week has always tended to favor faculty. The mission of this committee has broadened and the calendar will have to likely broaden to an academic year calendar.
12. The committee agreed that the way PD is reported, and who attends opportunities needs to be recorded.
13. The FLEX eval forms were discussed. Jacquie will create an excel spreadsheet and detail #, who attended, and any other pertinent information. Joesph suggested there be a campus wide standard for sign ins and evaluations. This will need to be addressed campus wide to get buy in.
14. The committee is still engaging in an ongoing call for conference opportunities for faculty and classified.
15. Lynnette sought clarification on the equity event with Jane Elliott as a FLEX event. The committee and Martin all agreed that this was FLEX credit.

Professional Development Committee : Minutes from March 8, 2016 Meeting

Present: Lynnette Beers-McCormick, Martin Stringer, Jim Isbel, Jacque Myers Note-taker:

Tiffany Gause

1. Martin Stringer updated the committee on his quest to contact Kimberly Papillon. He has had no luck in getting a response from her. Joseph Alonzo will now try to get a response from her.
2. The committee reviewed all the Flex evaluations from the spring Flex activities. Jacque's office updated the eval spreadsheet. Most responses were positive. There were a handful of negatives, and a few which reflected confusion on how to fill the form out.
3. The committee agreed to change the form slightly to give more clarity. Martin will file the Flex evals away for the committee.
4. The PDC overview will be tabled until the next meeting when Joseph Alonzo can attend.
5. Martin will be sending another announcement about Professional Development conference and workshop opportunities available for faculty and staff. Martin suggests maintaining the formatting and time of announcements sent out to gain some institutional familiarity. Committee agrees with this.
6. The committee will seek larger reach to disseminate the forms adopted for conference attendance. This will be an ongoing project for the PDC.

Professional Development Committee: **Minutes from the March 22, 2016 meeting**

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

Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. Lynnette updated the committee on the Flex calendar/proposals. First call was sent out. Second call will be sent after spring break.
2. Kimberley Papillion will potentially come the Tuesday of Fall Flex. Joseph is confirming.
3. The committee reviewed the revised Flex Evaluation Form. Some changes were made for clarity.
4. **Martin suggests that the Senate and management team should be made aware of the PDC form for activities and sessions. It was also suggested that this form be presented at the Classified Hawks meeting.** At the next PDC meeting, the committee will plan for particular agendas at meetings to present this.
5. Joseph Alonzo was able to make contact with Kimberley Papillion. SCC would like to reach out to SAC for collaboration and to invite them to attend the training as well.
6. Tiffany asked if it was possible to move toward a real time website, rather than an email blast about upcoming events.
7. Martin and Jim agreed that both the website and the email blast is important. Martin inquired about incorporating both, if we had the tech access to do so.
8. Vanessa asked if we could all gain tech access to update a potential live calendar. Jacque agreed that is not unrealistic to update. Committee agreed this was something of value to investigate.
9. Martin asked about setting up a training with Don Busche over Flex week to get the committee prepared for updating.
10. Vanessa will check Sharepoint to see what capabilities exist.
11. Joseph suggested sending all conference opportunities to him to determine what can funded through equity.
12. Martin feels there should be more repetition with the emailed information.
13. **The cyberbullying activity is being investigated for the beginning of Fall 16. Andrew Parker from the OCSD will present to staff and faculty that deal with the public, and face potential bullying situations. Will likely be the 3rd of 4th week of the semester.**
14. **Joseph Alonzo is seeking to bring the VetNet Ally training to SCC.**

Professional Development Committee: Minutes from the April 12th, 2016 meeting

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

Guest: Joseph Alonzo

Note-taker: Tiffany Gause

1. The Flex calendar was updated by Lynnette. She is still piecing the calendar together. The 25th of April is the last day for submission for the fall calendar.
2. Joseph Alonzo is working with Kimberley Papillion to finalize her presentation. It will be held on the Tuesday of Flex week.
3. Martin suggested that the Professional Development Committee of SCC reach out to the PDC of SAC for the Papillion event. Joseph said that he would reach out to the SAC equity officer.
4. The committee discussed the need for Educational Master Plan goals. The goals are:
 - a. Secure permanent funds for professional development.
 - i. Increase opportunity for staff development
 - ii. Provide greater information and access for SCC faculty, staff, and administration
 - b. Broaden and centralized professional development opportunities to reflect current educational trends.
 - i. Keep up with teaching methodologies, and learning styles
 - ii. Explore means and ways to benefit support staff
5. The PDC overview form will be disseminated to the campus. Jacque Myers will send to Classified Hawks, Tiffany Gause will send to the Academic Senate, Martin Stringer will send to the Management Council, Vanessa Jones will send to the Associated Student Government. Joseph Alonzo will email out an updated version to everyone.
6. Vanessa Jones discussed the new calendar for PDC. The committee discussed how this will be listed and presented on the website.