



Professional Development Planning Committee

Second Tuesday of the Month

November 12, 2024

12:30pm to 1:30 pm

Location: 13-337; <https://smccd.zoom.us/j/84634684346?pwd=AISEBVsW1BYDxITYtfYeKzSdHC6bl.1>

Co-chairs:

- ASLT Division Dean: Anniqua Rana
- Faculty Rep: Ellen Young
- Classified Rep: Roslind Young

AGENDA

From October meeting:

- Review feedback from October 9 Flex Day and discuss improvements.
- Finalize topics and guest speakers for the January Flex Day, including potential contracts for external presenters.
- Plan assessment strategies for professional development impact.

Recording: https://smccd.zoom.us/rec/share/oMP7PQNNji-6hLn1HY9-9oGx9nKTbXpOlytkZynMnNxI_olkDxACj_zi0M8cFllb.9lBaNWtCT53kajzi?startTime=1731443497000

Passcode: 7tk#v7K4

| Item | Time | Presenters |
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| Welcome and introductions <u>Cañada College Land and Labor Acknowledgement</u> | 10 min | Committee members were asked to introduce themselves, share their roles, and express what they hoped to achieve by the end of the meeting. Ellen Young (Flex Day Coordinator and Biology Professor), Doniella Maher (Faculty Teaching and Learning Coordinator), Allison Hughes (Instructional Designer), Kiran Malavade (Faculty Equity Coordinator), Phil Ortmeier (Student Representative), Roz Young (Physical Science Lab Coordinator), Nada Nekrep (DE Coordinator), Lindsey Irrizary (Instructional Technologist and Committee Tri-Chair), and Ritu Malhotra (Medical Assisting Faculty). |
| FLEX: October and January | 30 min | District-Wide Flex Day (January 9th) at Skyline, theme focused on AI, AR, and VR |

[Feedback and Rough Planning Document Flex Day Information](#)

<https://collegeofsanmateo.edu/flexday/districtflexdayschedule.php>

Proposal deadline for sessions: November 18th.

Open “playroom” concept for faculty and staff to explore technologies like ChatGPT and Midjourney, managed by Hyla Lacefield and her team.

Cañada College Flex Day (January 10th), themed around “Mattering” - <https://canadacollege.edu/professional-dev/flexday.php>

- Umoja will open the event with “Mattering, Part 2.”
- Scheduled sessions include an accreditation follow-up, Puente’s online workshop on wellness for equity workers, sessions on RSI standards, academic freedom, centering Asian American and Black student voices, and new faculty orientation Part 2.
- Committee reviewed additional session requests from previous feedback:
 - Mental health first aid, CPR training, equity-based workshops, and creative or well-being-centered sessions.
 - Possibility of integrating micro-courses for alternative flex credit options
- Committee Feedback: Adjustments needed to clarify the timeline and transparency of the proposal submission process.
 - Proposal deadlines are often missed or late for many faculty, leading to misalignment with committee planning sessions.
 - Suggestions included moving the proposal deadline earlier and enhancing communication to faculty through Canvas and campus announcements.
 - Action: Ellen to submit a marketing request for more visibility on proposal deadlines and clarify the proposal submission timeline on the Flex Day page.

Classified Staff and Student Engagement in Flex Day Planning

- Classified Perspective: Roz Young to bring updates to the Classified Senate and assess classified staff interest in Flex Day sessions or leading from the middle participation.
- Student Perspective: Phil Ortmeyer suggested using a PowerPoint presentation to communicate leadership content and Flex Day agenda with the student council (ASCC).

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| <p>IEPI and Leading from the Middle (IEPI)Plan and Leading from the Middle.</p> | <p>10 min</p> | <ul style="list-style-type: none"> - Overview: Cañada College aims to build internal leadership capacity through the IEPI’s Leading from the Middle (Lfm) program, with team members from various roles (faculty, classified, administrators). - Purpose: Develop leadership skills across campus roles with a focus on equity and anti-racism, promoting “train-the-trainer” for sustainable internal expertise. - Participants: Faculty and classified staff representatives, including Michiko, Jazmine, Sumathi, and Adriana, with outreach ongoing for additional members. <p>Evidence for Cañada’s Leading from the Middle project came from IEPI feedback, campus-wide surveys, and professional development assessments conducted in 2023-24. These sources revealed gaps in job-specific training for faculty, staff, and administrators, particularly regarding the application of equity and anti-racist practices. Many employees reported needing clearer tools and frameworks to effectively integrate equity principles into their roles. Additionally, IEPI feedback highlighted the need for structured professional development that combines technical skills with a strong focus on equity. This reinforced the necessity of a training system for all employees with the skills and mindset essential for supporting an inclusive, student-centered campus culture.</p> |
| <p>By-laws- Professional Development Planning Committee draft 24.docx</p> | <p>10 min</p> | <p>PDPC chairs</p> |
| <p>Closing: Agenda items for December 10</p> | <p>5 min</p> | <p>Action Items</p> <ul style="list-style-type: none"> - Ellen Young: Organize and finalize Flex Day agenda based on session proposals; send out campus-wide communication on proposal submission deadlines. - Roz Young: Present Flex Day planning and Leading from the Middle updates at Classified Senate; gather additional input from classified staff. - Phil Ortmeier: Share leadership-related updates with the ASCC using Ellen’s PowerPoint once available. - Committee Chairs: Prepare bylaws draft to be reviewed in the next meeting. <p>Next Meeting and Adjournment</p> <ul style="list-style-type: none"> - Next Meeting: Scheduled for December 10, focusing on finalizing January Flex Day agenda, reviewing additional |

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| | | <p>proposals, and discussing bylaws.</p> <ul style="list-style-type: none">- Adjournment: Meeting adjourned with encouragement to stay engaged and submit additional feedback. |
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