

## Campus-Wide PD Meeting

September 27, 2016

9:30 a.m. – 11:30 a.m.

Room 9-153

**Attendees:** Chantal Sosa, Chrissy Kincer, Mallory Stevens, Ann Cartier, Erin Moore

**Absent:** administrator, two students (not appointed yet)

Agenda Item	Notes
Who are we (introductions)? <ul style="list-style-type: none"><li>○ Introductions</li><li>○ Compass points</li></ul>	Completed introductions Postponed Compass points until the student and administrator representatives are able to attend
What is our role on campus? <ul style="list-style-type: none"><li>○ AB2558</li><li>○ Draft timeline for the 2016-17 academic year</li></ul>	Erin provided an overview of the committee's purpose including information on AB2558 and requirements. The committee discussed the timeline with recommendations for clarifications (see next page)
What will be our name? <ul style="list-style-type: none"><li>○ List of ideas</li></ul>	The committee likes Coordination Committee for Professional Development. Erin will check to see if this name needs additional input or approval from campus governance. In addition, the committee wants to wait to finalize a name until all committee members are present.
What will be the PD focus in the EMP? <ul style="list-style-type: none"><li>○ Current goal</li><li>○ Draft response</li><li>○ New focus</li></ul>	We reviewed the draft EMP response and made typographical changes. Everyone agreed that Professional Development should have a goal in the EMP specific to developing and assessing the Professional Development Plan.
How will we approach the PD Plan? <ul style="list-style-type: none"><li>○ Data</li><li>○ Framework</li><li>○ Timeline</li><li>○ Samples</li><li>○ Next Steps</li></ul>	Erin will start a GoogleDrive for the committee and place 3 – 5 plan drafts for review prior to the December 6 meeting. She will also develop a spreadsheet for committee members who and to record their ideas. The team will use data from Flex Feedback surveys and the Professional Development discussions held in the Spring 2016. Mallory also recommended that we develop an understanding of classifications of employees and contractual requirements and limitations related to professional development. Erin will reach out to the leaders from both unions. The plan will potentially broaden understanding of professional development across campus.
What will the campus-wide needs assessment look like? <ul style="list-style-type: none"><li>○ Define needs assessment</li><li>○ Goals</li><li>○ Samples</li><li>○ Next Steps</li></ul>	The goals for the needs assessment are to map out different wares of PD; Identify the types of PD the campus is interested in; determine what will motivate participation in PD; indicate different formats for PD. Erin will gather 3 needs assessment samples for the committee to review prior to the October 25 meeting. The committee will discuss the samples at the next meeting in order to begin drafting the needs assessment. The needs assessment will be coordinated with the campus Technology Survey. Finally, the needs assessment will align with the Cañada Professional Development Framework.

<p>What other items do we need to discuss?</p> <ul style="list-style-type: none"> <li>○ Food for October Flex Day</li> </ul>	<p>Availability of PD opportunities (outside of in-person PD) – with the newly hired Instructional Technologist we want to leverage more online PD opportunities in Canvas.</p> <p>Feature a department a month in a PD newsletter: who is in the department; what does the department do; how does the department serve the college? This is in an effort to establish more familiarity with campus services.</p> <p>Erin will put the Guide app on a list to explore with the District and our sister colleges in order to create a consistent system for tracking and providing resources for Flex Days and other PD.</p> <p>The October 12 Flex Day lunch will be taco salad.</p>
<p>When will we meet next?</p> <ul style="list-style-type: none"> <li>○ October 25, 9:30 a.m. – 11:30 a.m.?</li> </ul>	<p>Next meeting will be October 25, 9:30 a.m. – 11:30 a.m. – Location TBD</p> <p>November meeting will be postponed until December 6, 9:30 a.m. – 11:30 a.m. – Location TBD</p> <p>Erin will send Outlook Calendar Invites.</p> <p>Spring 2017 meetings will be adjusted because of schedule conflicts.</p>

**Monthly PD Committee Goals**

September	<p>Get started</p> <p>Determine name</p> <p>Identify role</p> <p>Clarify EMP Focus</p> <p>Determine an approach to the PD Plan</p> <p>Identify needs assessment goals</p>
October	<p>Review needs assessment <del>drafts</del> samples</p> <p>Draft needs assessment</p> <p>Plan January Flex (Review August &amp; September feedback)</p>
November	<p>Finalize needs assessment</p> <p>Review PD Framework</p> <p>Review January Flex forms</p> <p>Plan March Flex</p>
January	<p>Analyze needs assessment data</p> <p>Begin PD Plan draft</p> <p>Review March Flex Forms <b>and Flex Day Feedback</b></p>
February	<p>Draft PD Plan</p>
March	<p>Revise PD Plan</p>
April	<p>Submit the PD Plan for approval</p> <p>Review Spring Flex Feedback</p> <p>Plan activities for 2017-18</p>
May	<p>Review spring PD feedback</p> <p>Plan activities for 2017-18</p>

### **Other Words for Committee**

- Bureau
- Cabinet
- Commission
- Advisers
- Council
- Assembly
- Directorate

### **PD Committee Name ideas**

- Professional Development Advisory Committee
- Professional Development Council
- Professional Development Steering Committee
- Professional Development Coordinating Committee
- Professional Development Operating Committee