

**SDCCE Professional Development Committee**  
**DRAFT MINUTES**  
**Feb. 14, 2022**

Subject to the Brown Act

- 1.1 Call to Order/Roll Call 2:00 PM
- 1.2 Introductions

**Members Present:**

Laurie Cozzolino, Flex/Professional Development Coordinator, Chair  
Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness  
Maureen Rubalcaba, Dean, Student Equity  
Jan Jarrell, ESL Dean, Instructional Services  
Diana Vera-Alba, Faculty & DE Committee  
Veleka Iwuaba, Faculty & FELI Lead  
Linda Osborn, Diversity, Equity & Inclusion Chair/Faculty  
Roma Weaver, Passport to Success Lead  
John Bromma, Faculty & AS President  
Denise Munoz, Faculty  
Lisa Carulli, Faculty  
Mark Nesbitt (for Jackie Sabanos)

**Members not Present/ Vacant:**

Jackie Sabanos, Vice President, Administrative Service  
Patty Lopez, Classified Member  
Associated Student (1): Vacant  
Classified Supervisor: Vacant  
Classified Member: Vacant  
Instructional Assistant: Vacant  
Recorder: Laurie Cozzolino

Action Items:

- 2.1 Approval of Agenda
- 2.2 Approval of Jan. 13 2022 Minutes
- 2.3 Committee Members reviewed the 'Resource Allocation' Requests for Institutional PD Planning: Conference & PD Funding Requests', which is part of the responsibility of the SDCCE PD Committee. Topics covered included:
  - A general overview/explanation of the SDCCE PD Committee's role and responsibility in supporting strategic planning, which is to review Resource Requests, including Conference Funding as well as other PD Requests, for the upcoming (2022-2023) year, and provide this review to the PRIE Management Team for allocation/budgeting consideration.
  - The Committee reviewed and provided comments to the do not agree, assessment and the office of Administrative service offices, we will share that information with them, we may also identify missing elements and review priority group assign signed and provide this review to the pre management.

- The process asks us to consider need and readiness, and if the resource actually a critical program and institutional need. We also want to identify if any requests are redundant to the institutional conference funds and therefore recommend no funding, or reduction in funding. This includes requests that are only for faculty or partially for faculty, and that we could recommend no funding, or reduction in funding, (because Academic Senate supports funding for faculty conferences up to \$1800). We also want to identify any Instructional Program requests that are from the Office of Instruction and for administrators. We would recommend no funding, or reduction in funding, because the OIS would/should have requested for this funding specifically for Deans/Managers.
- Jessica emphasized that it is not the PD Committee's role to comment on whether the PD Request does or does not reflect current funding sources and criteria. It is the role of the Committee to consider if the Need and Readiness reflects Highest Priority in the 2021/22 – 2022/23 Institutional Priorities Document and whether conferences support program/department projects/strategic objectives. The Committee is to review, impartially, the need level based on the request, provide our input, and add any comments or needs for changes.
- We can consider if requests are equitable across programs/departments in terms of amount – but- there may be reasons, for example, some conferences/activities may be costlier than others, and programs/units may have more people attending.
- We were not able to complete all of the reviews at this meeting – so Laurie will send it out after this meeting allowing everyone to add any remarks as per 'do not agree/agree' and comments, with a set deadline for responses. At that point, I will submit it to the to the ASO for further action for the Resource Allocation process.

2.4: Member Updates: In the few minutes remaining Kelly Henwood suggested some topics to think about including ways to support digital literacy and PD around topics related to Covid, for example, information about vaccinations/boosters and how we have conversations with students. It can be a very sensitive conversation and faculty/staff could benefit to make sure that we are using messaging to help potential students in terms of vaccinations. There are currently a number of Digital Literacy projects currently happening now. POST MEETING NOTES: VPSS Shakerra Carter has scheduled had a Vaccine Information

2.5 Membership Review: No time to review

3.0 Adjournment

Upcoming Meetings: 2- 3 PM

- Monday March 14, 2022 Via Zoom
- Monday April 11, 2022 Via Zoom
- Monday May 9, 2021 Via Zoom

Committee Purpose:

- Assess and identify institution-wide professional development needs
- Provide recommendations and direction for enrichment opportunities in the identified areas of need for all employees
- Foster a cohesive, effective and proactive organization
- Support a range of strategic professional development opportunities to better prepare all employees to respond to student needs

- Monitor and evaluate progress toward, and completion of, the committee's strategic goals  
<http://www.sdce.edu/organization/governance/professional-development-committee>

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