

SDCE Professional Development Committee Meeting Minutes
February 17, 2016 2:00-3:30 PM Rm 121 ECC Posted by Laurie Cozzolino

Members Present: Esther Matthew, Acting VPI; Laurie Cozzolino, Flex Coordinator; Pamela Kozminska; Emeritus; Diane Goldberg, Counseling; Ernie Romero, CTE; Joan McKenna, HCS; Kathy Campbell, Healthcare Careers; Laurel Slater, ESL; Leticia Flores, ABE/ASE

1. Reviewed and accepted January 20, 2016 Professional Development Committee Meeting Minutes with corrections. Laurie will post these minutes to the PD Committee webpage.
2. There was a follow-up review of the PD Committee purpose and description. As required, we are continuing in a shared governance review (started in the January 20 Meeting) as part of SDCE Strategic Planning. Esther Matthew, Acting VPI, led the committee through a process of reviewing our PD Committee description, goals, membership and procedures the committee. The Committee came up with the attached suggestions. (see attachment). We will send this out for a final review and ask for a final approval of this document. A few important things that we also discussed included:
 - Need for both classified and administrative participation, as the current State Law, AB 2558, requires that all CCC employees have access to professional development, and that institutions provide these opportunities for everyone. Here is a link to the language:
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB2558.
 - Need for a designated/volunteer(s) on the PD Committee to share in the responsibilities including: taking minutes; writing up minutes; posting approved minutes to the PD page on the Participatory Governance website; sending out meeting invitations; sending out Agendas; other duties as needed.
 - There was a discussion about changing the time slot for meetings, as many faculty find it difficult to get to the meeting by 2:00 pm. We will send out an email and seek a group consensus on a time change, with the idea of trying it out for the remainder of the semester. We agree to keep the day (3rd Wednesday at ECC) the same, as per the description on the Participatory Governance PD webpage.
<http://www.sdce.edu/organization/governance/professional-development-committee>
 - Laurie was asked to develop a 'Strategic Plan for Professional Development,' and she will be sending out a DRAFT copy, with the hope of reviewing the plan at the next PD Committee Meeting.
3. Announcements: The inaugural session of the SDCCD Faculty Leadership Development Academy began in January 2016, with 22 CE faculty members on board, including Pamela Kozminska, PD Committee Member. We hope to hear more from her on how this training is going.
4. 2015-2016 SDCE PD Committee Meetings will be held on the 3rd Wednesday of the month, at ECC, Room 121, 2-3:30 PM unless otherwise scheduled. Dates will include:
 - Wednesday March 16, 2016
 - Wednesday April 20, 2016
 - Wednesday May 18, 2016
 - Wednesday June 15, 2016 (optional)

Professional Development Committee (draft 2/17/16)

The purpose of the San Diego Continuing Education Professional Development Committee is to support the professional growth of faculty, staff, and administrators with the ultimate goal of maintaining the highest quality of service for our students. The committee seeks to ensure that professional development opportunities provide relevant educational topics for the entire institution.

Goals

In alignment with the Continuing Education mission and Education Master Plan, the goals of the professional development committee are to:

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

Membership

Vice President of Instruction

Faculty (10)

Faculty Flex Coordinator

Professional Development Coordinator

Classified Staff (2)

Procedures

The Professional Development Committee serves as a focal point for professional development to the entire Continuing Education community by:

- a. Conducting an internal scan of professional development needs and using the results to better inform the delivery of activities and events
- b. Making recommendations and setting directions and for professional development activities to meet the needs of all employees
- c. Soliciting and evaluating feedback from in-service professional development activities
- d. Providing an annual report of professional development activities

Calendar

Committee will meet the third Wednesday of each month. Additional meetings scheduled as needed.

Standing Sub-committee

- Flex Committee