SDCE Professional Development Committee Meeting Minutes
Feb. 21, 2018
2:30-4:00 PM Rm 121 ECC

Members present: Michelle Fischthal, VPI; Carol Wilkinson, Parent Ed/Emeritus & CE Mesa Dean; David Holden, ABE/ASE Co-Chair; Karah Seaboldt, NCC Attendance Clerk; Laurel Slater, ESL APC, Miramar Campus; Roma Weaver, Passport to Success Coordinator; Ernie Romero, Auto Upholstery Faculty; Laurie Cozzolino, SDCE Faculty Flex Coordinator ; Holly Rodriques, ABE/ASE Faculty & invited Guest

1. The PD Committee welcomed Michelle Fischthal, newly appointed SDCE Vice-President of Instruction to the meeting, and everyone present introduced themselves as well.
2. January Draft Minutes were reviewed and approved with requested changes and will be posted on the Participatory Governance webpage under 'PD Committee'.
3. New Business/Action Item: Michelle represented the Planning & Institutional Effective (PIE) Committee in its request to have all participatory governance committees bring a matter forward for approval. The request is as follows:

   The Planning and Institutional Effectiveness Committee (PIE) would like to add the Vice President of Administrative Services (VPA) as a regular member of the committee. The PIE committee supports integrated planning though out SDCE and is charged with making recommendations to the Budget Committee for use of budget allocations that are integrated with SDCE's strategic planning, program review, and committee processes, which requires the expertise of the VPA or Administrative Services designee.

   Michelle provided some background information on the plan, and there was a brief discussion. David Holden shared his experiences working on this committee and observed that it can seem fairly complex, but also pointed out the it does create a certain transparency to the process that is needed and appreciated, especially in terms of budget and resource allocation. The PD Committee voted unanimously to approve moving forward with the adjusted plan

4. Guest: Holly Rodriquez: ABE/ASE Faculty and former PD Committee Member shared a research-based professional development project/plan that is being implemented in the ABE/ASE program. The impetus for this was seeing that enrollment had been down in the program, and an agreement that the department needed to see how they might be able to address this critical problem. Here are some of the elements of the process, which Holly is working with Leticia Flores as leads:

   Early Fall 2017: Created the Student Retention Task Force to explore issues related to retention and make recommendations on how to best address institutional barriers – specifically instruction. Based on their research, they came to the conclusion that they had enough students (recruitment was going well), but retention was not.
   Late Fall 2017: Surveys were developed and sent to all faculty to garner information about PD interests, helping create a targeted, PD plan for the department. Recognizing that teacher efficacy and student outcomes are related, they sent out a survey to their faculty to try to and began to develop some PD models/offerings that would begin to address needs and deficits for faculty that could then, hopefully, translate into better outcomes – re retention- in the classroom

   Spring 2018: Based on survey results, staff worked to develop and are beginning to offer trainings focused on raising student retention with targeted PD and based on teacher interests and needs, utilizing a 'tiered system' of trainings. Holly explained the tiers:
   Tier 1= Foundational Skills of Teaching and Learning, e.g., 'Active Learning Strategies'
   Tier 2= Building Teacher Capacity, e.g. 'Using Data to Inform Instruction'
   Tier 3= Scholarly Researcher, e.g., 'Understanding Research Methodologies'

There are several trainings already scheduled in March and April, and will continue to offer more over the semester. This is a welcome and exciting research-based project and we hope to get a report back in the future. One goal is to develop some 'best practices' in teaching and learning and be able to share them on an institutional level in the future, based on their findings. We look forward to hearing more in the future.

5. Committee Reports:
    -Diversity Committee: Linda Osborn was not able to attend the meeting today.

    -Passport to Success: Roma Weaver, coordinator for the SDCE onboarding program provided an update on the second successful year of this initiative. Roma shared that this second year has been different from the first year in several ways. The 2016-2017Cohort consisted of many faculty members who had already been working at CE or in the District for many years and often were already in leadership roles, but may only have recently gotten a Contract at CE. As a result, many of the participants already had a good understanding of CE policy, practices, etc. This second year, at the beginning, there were fewer new faculty hired, but recently 8 new were added mid semester. Roma also was happy to announce that one of the goals of Passport was to also offer onboarding to Classified Staff, (as per PD Plan) but with its own 'spin.' Strongly supported by administration and the Classified Senate, there were 18 new/recently hired classified professional staff who were included in a modified, targeted 'Passport'. This cohort now includes 20 faculty and 18 classified. At several of the meetings, everyone is together, but Classified do not attend all sessions. The entire Passport to Success includes 9-10 sessions and concludes with everyone participating in SDCE Commencement activities. In addition, a mentoring component has been recently added to all participants (as per PD Plan). The component has been a great success. Roma also announced that they are working on a way to include Adjunct Faculty to some extent in the onboarding (as per PD Plan) which has the support of Administration. They are working on a proposal for how this might work and seeking input from Program Deans and Chairs to figure out what that might look like. For example, adjunct may not come to all of the meetings but only select ones. Also, there are issues related to compensation that will need to be addressed. Roma commented that ESL has developed an excellent in-house 'onboarding' and support model, and she will be looking at ways other programs bring on adjunct and other new faculty.

    The PD Committee also offered some suggestions that could improve participation. As we know, many people are busy and scheduling can be an issue. Some ideas offered include:
    - More webinars/online offerings- 'on demand' programming
    - Identify the best scheduling that works
    - Investigate innovative ways to compensate people for participating
    - Create more opportunities for working across disciplines as well as faculty/classified working together more
    - Address cross generational issues training issues

-   Flex Advisory Sub Committee Report: Laurie reported that the Spring Flex Days Institutional events went well, with more than 200 people attending the morning session, which introduced 'SDCE Pillars' that will address issues related to poverty and inequity in education. This included institutional updates, details about each 'pillar' and how are and will continue to address issues related to the topic, and there was an inspirational student panel where several current and former CE students shared their experiences at CE. Laurie noted that Spring attendance tends to be lower than Fall because of the short time between the semesters and also because some faculty may have completed all of their required Flex hours in the Fall. David Holden commented that he always wants to go to everything at Spring Flex because it looks so interesting and he knows he should go, but he often is far too busy winding up the previous semester and getting ready to for Spring semester. This is a structural/institutional issue related to the calendar—for example, the Colleges have a long break between semesters where they shut down most of the campus, and they also have more Flex Days on their calendar. In addition, many of our faculty do not have a Flex requirement because they may teach courses that are less than 18 weeks. Those courses do not currently carry a Flex obligation. It seems like a good idea to revisit this issue, which impacts how we can better support PD at SDCE.

6. 2017-2018 SDCE PD Committee Meetings will be held on the 3rd Wednesday of the month, at ECC, Room 121, 2:30-4:00 PM unless otherwise scheduled. Dates will include:

- Wednesday March 21, 2018
- Wednesday April 18, 2018
- Wednesday May 16, 2018
- June Meeting: TBD