

SDCCE Professional Development Committee

DRAFT MINUTES

Jan. 10, 2022 2:00-3:00 PM Via Zoom

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

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 Dec.13 2021 Minutes
- 2.3 Information was shared with Committee Members in preparation for the 'Review of 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.
 - In preparation for the February 14, 2022 review, the PD Committee reviewed some specific areas to consider, including what additional questions we should ask when we review and recommend PD funding. These included:
 - We, as a committee will provide 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.
 - We will then submit it and once it goes to the to the ASO they will they will then share overall request for resources after we review all of these.
 - Some things to consider when we start looking at them are need and readiness, and if the resource actually a critical program and our institutional need.

- Also Identify if any requests are redundant to the institutional conference funds and 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, (as Academic Senate supports funding for faculty conferences up to \$1800)
- Identify any Instructional program requests that are out of the Office of Instruction requests for administrators, and recommend no funding, or reduction in funding (as the OIS would have requested for this funding for Deans).
- Other considerations discussed related to Need and Readiness, Highest Priority in the 2021/22 – 2022/23 Institutional Priorities Document; whether conferences support program/department projects/strategic objectives
- We also want to 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
- Committee members were better able to understand and provide input as to their role in reviewing the Resource Requests and also provide input in preparation for the Review in February
- Comments included that we don't automatically cut off proposal because sometimes expensive conferences if you're going out of state, and we could just leave it open and maybe we just consider that, as part of that equity part.
- Laurie will communicate with VP Sabanos to request the Resource Allocation requests for PD to see if we can review them prior to the February Meeting.

2.4: Member Updates

- Roma Weaver: Passport to Success 2021-2022 continues to thrive with 20+ enrollees, including faculty, Classified Professional and Administrative areas represented. The Dec. 3, 2021 session focused on 'Student Support Services: Title IX, Policy 3100' and Jan. 7, 2022 focused on 'Role of Assessment in Curriculum Design/Customer Service.' Strong effort are being made to provide content that is both for all employee groups.
- Diana Vera-Alba: OER Updates: On Feb. 1, 2022 at SDCCE Flex Days, Diana will be presenting 'Open Educational Resources: An OER Toolkit to Get You Started on OERs' as well as Open Office Hours throughout the semester, with excellent participation.
- Patty Lopez: SDCCE Classified Senate PD /STAR Conference Planning Updates: Plans are in order for the 2022 STAR Conference, scheduled for Monday March 28, 2022, which is a non-instructional day, with more details to come
- Veleka Iwuaba, FELI Coordinator: Veleka shared she is still planning to bring back the FELI in some form in Spring 2022- more info to come.
- NCORE Conference Planning: Linda Osborn, SDCCE DEI Committee Lead, was not available, but Laurie reported that the District will provide some extra funding, and we also have both Academic Senate funding up to \$1800 and also funding for Classified Professional and Administrative staff. Our goal is to send a robust and diverse team of faculty, Classified Professional and Administrative staff to the conference this year.
- John Bromma: John will be offering the Sabbatical/Salary Advancement Workshop during SDCCC Spring Flex Day, Tuesday Feb. 1, 2022. John also added that we would like to see more PD training throughout the spring semester, not just cluster at the beginning. This is a great recommendation, as we're going to need this training for a long time to respond to student and faculty needs, including training with the Hyflex and the needed equipment as a priority. Laurie added that the DE Team, with Ingrid Greenberg as the lead, have a great group of talented faculty who are currently providing training, which will extend into FLEX Days and beyond

- 2.5 Informational Item: February and March Meetings, PD Committee Meetings we will be reviewing the Professional Development Requests (i.e. Institutional Conferences; Program level requests) to provide review and recommendations for funding
- 2.6 Membership Review: No time to review
- 3.0 Adjournment

Upcoming Meetings: 2- 3 PM

- Monday Feb. 14, 2022 Via Zoom
- 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>