

**SDCCE Professional Development Committee
Minutes Monday March 14, 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 **Members Present:**

- Laurie Cozzolino, Flex/Professional Development Coordinator, Chair
- Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness
- Patty Lopez, Classified Member
- John Bromma, AS President Faculty
- 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
- Lisa Carulli, Counseling Faculty
- Mark Nesbitt (for Jackie Sabanos)
- **Members not Present/ Vacant:**
- Maureen Rubalcaba, Dean, Student Equity
- Jackie Sabanos, Vice President, Administrative Service
- Denise Munoz, Counseling Faculty
- Associated Student (1): Vacant
- Classified Supervisor: Vacant
- Classified Member: Vacant
- Instructional Assistant: Vacant

- Recorder: Laurie Cozzolino

1.3 Action Items: Approval of Agenda (delayed to when we had Quorum)

1.4 Action Items: Review & Approval of Feb. 14, 2022 Minutes (delayed to when we had Quorum)

2.0 Input from Members: Members were invited to share out on current/interesting projects and share what they would like to see more of as related to Professional Development. Here is an overview:

-John Bromma, SDCCE Academic Senate President/Counseling Faculty: John shared that at several of the Committees/Groups that he is a part of, there have been discussions on the topic of 'asynchronous' professional development, and whether faculty should be able to receive credit towards Salary Advancement, for example, for 'watching' recordings of a conference session or other training/professional development event. This would be as opposed to 'synchronous participation' (i.e., Zoom events that faculty attend, and participate in, in 'real time'. He shared that that it is an open question in at this point, and being widely discussed with no clear or final response. He also reported that the SDCCE Academic Senate working to develop/organize some targeted Professional Development for SDCCE Program Chairs and Deans on the 'equivalency' process for hiring new faculty,

and if and how/if the 'asynchronous' brand of Professional Development fits in/qualifies for Salary Advancement for faculty and/or in the hiring process. John reported that SDCCE Academic Senate is working with the CCC Academic Senate for support and input. Along with the discussion regarding 'asynchronous' vs. 'synchronous' related issues, he shared that we also need to consider that in the hiring process, we may have applicants who do not have the traditional 'degrees' for some areas. We see this in different programs including CTE and Emeritus and other programs as well. For example, there isn't an 'M.A.' in Auto Body, so we have to ask ourselves, what are the standards that we have which the district has developed and handed down, but may have gaps? It was suggested that SDCCE develop a clear, articulated and flexible process that considers the needs of CE, instead of each situation being 'ad hoc'. PRIE Dean Jessica Luedtke commented that there are ways to qualify candidates by evaluating the actual coursework that they've done, as well as their work experience that meets 'equivalency'. This is an ongoing process and we hope to hear more in the future.

-Diana Vera-Alba: OER (Open Educational Resources Coordinator/Mentor/ESL Faculty): Diana shared that she has created an OER CANVAS page that is open to faculty and staff to learn about and access the Open Educational (no cost) resources available to all. This shell enables her to see when people sign up for it as how long they spend in in the CANVAS shell, which will help in providing support and also reporting outcomes. She is offering 'Open Office Hours' to support faculty several times a week, and continues to provide resources that are open to all. She has recently begun to create and integrate several short online videos that walk users through different areas of the online resources, as well as how to access these tools in her CANVAS shell. One of her goals is for faculty/users see how using OERs can positively impact a course, as well as how to make the experience for students more 'open' and equitable. These will be very short videos- up to 3.5 minutes. Examples of useful topics include on how to navigate courses and the CANVAS account. she will be evaluating the value of these videos and report back. Diana added that while it is great to have all of these PD opportunities, it can also be overwhelming, as most of us are working extra hard these days to meet the needs of our students. This is really great work going on that support faculty, staff and students, and Jessica asked that Diana to share this information with Margaret Posner, the SDCCE Planning and Accreditation Coordinator, as this is exactly the kind of evidence that is being compiled for Accreditation and Progress in our SDCCE Strategic Plan.

-Lisa Carulli: Counseling Faculty/LBGQTQ Lead: Lisa is serving as the CE lead for the District Queer Alliance coordinator for CE. She shared that 2 LBGQTQ+ SafeZone Trainings are in the works and will be offered virtually, with the same content as the in-person sessions. Tentative dates are April 6 and April 15. She shared that it has taken some time to create the online version for this important topic, and has experienced her own personal development personal growth opportunity in working on this project of creating the online version of the training. Lisa also reflected that now that most of our communication is now online in Outlook, and there are some challenges including not having enough 'storage' for emails that we may want to keep. She suggested it would be good to have some specific trainings to help staff use Email/Outlook more effectively, and also if we can have unlimited mailbox space. For example, many of us are constantly having to delete emails/information that might be important, and wonder if there is a way to save/archive these emails/documents. This is something that Laurie can follow up with, to see if District can offer a training to support people and address some of the issues.

-Jessica Luedtke, PRIE Dean: Jessica shared that S.L.O. Week (Student Learning Outcomes) will be the week of April 4-8th, with Coordinator/ Faculty Marnie Foster as the lead. This will be our 2nd Annual S.L.O. Week, and you are encouraged to attend the sessions and activities that support student

success. She added that we also have our Institutional Program Review coming up, and this will be a 'comprehensive' year. Some critical areas that the PRIE Office & Program Review Committee is working on include looking at 'success metrics' that are being developed and piloted -these reflect the success rates/retention rates and completion rates of our students, and will add to the data portion of Program Review. This data will also be able to be broken out by age, gender, ethnicity, demographic variables, and provide a cross-section on gender and ethnicity. This data can be used to measure what is going well, and what we can still work on, including areas related to access, and all of this work informs our Equity Dashboard. The PRIE Office will also be providing support/ trainings on Program Review, as well as new trainings as related to the Success Metrics and Equity Data. This data helps us have honest discussions about the data and helps us ask what is missing or what needs improvement. She added that we are doing more work in the area of 'data visualization,' which may involve using PowerPoint or other tools to share data visually, and make it more accessible to a wider audience. We can all improve our own skills in these areas, and Laurie shared that we are offering a PowerPoint for Classified Professionals at the upcoming STAR Conference on March 28. The PRIE Office is also working on the Administrative Survey, which will solicit input and feedback from employees. Jessica also referenced the CCC Vision Resource Center, which provides fully-online professional development opportunities for all SDCCD employees in a variety of areas. Laurie will plan to send out some updates for staff to access these trainings, which come at no cost, and staff can take these courses on their own time.

-The PD Meeting stopped briefly to approve the Agenda and Minutes w/ Quorum: Agenda and Minutes Approved.

- Veleka Iwuaba, FELI Coordinator/ABE/ASE Chair: Veleka shared that she would like to start planning a new FELI for 2022-2023, and will send out a blast/feelers to gauge interest as well as time/date preferences either in the Summer or Fall. She is planning a 'hybrid' version for now, with some in-person and some virtual/on your own time activities, which will make it more accessible to most people. For example, participants can be assigned to watch the movies/videos that are part of the training on their own time, and use the in-person time for the interactive activities that are a critical feature of FELI. She also shared the idea of bringing all past FELI graduates to get together again in some ways- perhaps meet once a month/ once a quarter to stay connected and keep FELI ideas and practices alive. PD Committee members support this idea and would participate. Diana suggested that this new group could be called 'FELI Family Fellows' as a way to brand our commitment to the FELI. Veleka will keep us updated on this.

- Linda Osborn, SDCCE DEI Lead/Child Development Faculty: Linda reported that SDCCD has been organizing around DEI topics that are being planned at a District Level – not just at a College level. This creates many more opportunities to support DEI and highlight anti-racism events, and we can leverage resources on an Institutional level. Linda and the other College/District Coordinators have been meeting with Greg Smith, Vice Chancellor of HR, who has a strong background in social justice and anti-racist beliefs and has found support there. Linda has been working closely with our sister colleges to pool our resources and offer some great DEI professional development activities, including bringing Rodney Walker for Black History Month and Judith Heumann for Women's History Month as examples. She also shared that the SDCCE DEI Book Club, organized for the 9th time, is reading 'Caste' by Isabel Wilkerson, which examines the American caste system and its impact on society. This is a special type of professional development, where faculty, administrators and professional classified professionals come together in to talk about critical issues that impact everyone. Linda also shared that we are planning to send a robust cohort to the 2022 NCORE Conference, in late May/early June. This year NCORE will be in Portland, Oregon, in person. We have resources for several people to attend, and Laurie is sending out regular updates on how to access funding.

- Patty Lopez, Classified Professional Member/Admin Assistant in VPA Office: Patty shared that the S.T.A.R. Conference will be on Monday March 28, 2022, and will be fully virtual this year. Sessions include an opening session with special presentation from VPI Michelle Fischthal and VPSS Shakerra Carter speaking on 'The Essential Role of Classified Professional in Strategist Enrollment Planning'; Open Session with Jim Mahler; Classified Professional Session on Effective Communication; Team Building w/Trivia Game and Prizes; PowerPoint Training; Teams Qs and As; CalPERS Session and Mental Health Support session. Patty also shared that at the recent President's Forum she was impressed and inspired by one of the student presenters. She reflected that Classified Professionals really want to help students and want the best for them, and we are not 'just doing a job'. Patty will be working with Jahaziel Aguilera Arredondo to integrate what she learned at the event into the session they are planning for the S.T.A.R. Conference.

-Roma Weaver, Passport to Success/Emeriti Faculty: SDCCE 0221-2022 Passport to Success met on March 4 with lead Rachel Rose covering 'Teaching & Learning' topic, with a final training session to be in May. Rachel and Roma will also be presenting at the April 8 'Faculty Appreciation Event' as well as the Classified Awards Day to present certificates and recognize participants. Roma reflected that it will be great to be in-person for these events, and that the 2021-2022 Cohort included 20 participants including a great range of people from faculty, Classified Professional, Supervisory and Administrative staff as well as participants from our Foundation staff.

-Jan Jarrell, Dean, ESL & Citizenship: Jan shared that she attended the ACCA Conference, (Association of California Community College Administrators) which was held February 23-25, 2022. She and Dean Roberta Krauss co- presented on SDCCE's collaboration between Instructional Services and Student Services, with a special goal of supporting refugee students. Roberta and VPSS Shakerra Carter were also both honored as having completed the 'Mentorship Program' offered by ACCA. Jan shared that several other administrators from our sister colleges also attended, and how great it was to be in- person again for a Conference, see presentations 'live' have informal conversations and participate in valuable networking in- person. She also shared that ESL faculty have been attending conferences including OTAN's annual Technology and Distance Learning Symposium (TDLS) on March 2 – 4, 2022 which featured some of our own faculty leaders presenting, including Diana Vera-Alba, Monica Cueva, Jessica Varnado-Swall & Elisia Doonan. Jan also reported attending the San Diego Area Writing Project Conference, and reflected that we are looking at ways to share the benefits with a wider audience. As an example, she and ESL Chair Carolyn McGavock have been discussing having Conference/Training attendees get together to actually implement what they learned – for example, the Writing Project attendees and others could actually create teaching tools/lesson for students that they learned at the Conference, and share with others. It would be applied in classes, and people able to share their experiences. Jan also shared that the ESL Team of Faculty, Classified Professional and Leadership are planning to start using Microsoft Teams to communicate and share documents, in a move away from using Google as the only platform, and they will be participating in a one of the 'Collaborating in Teams' trainings that PD Coordinator Laurie Cozzolino is organizing this Spring.

-Laurie Cozzolino, SDCCE Flex/PD Coordinator shared that we were able to have access to some HEERF that we were able to use for a series of 'Collaborating in Teams' trainings, and have offered them to all of the Campus Offices as well as several other Units, including the Office of Instructional Services; Student Services; PRIE Office as well as several other groups for both faculty

and staff. By the end of the semester, we will have provided 15 sessions in these areas.

2.4: Member Updates: No Time permitted

2.5 Membership Review: No time to review

3.0 Adjournment

Upcoming Meetings: 2- 3 PM

- Monday April 11, 2022

- Monday May 9, 2021

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>