

October 18, 2017 SDCE Professional Development Committee Minutes

Members present: Carol Wilkinson; David Holden; Karah Seaboldt Karen King Laura Burgess; Laurel Slater; Laurie Cozzolino; Linda Osborn; Roma Weaver

1. After brief introductions, the PD Committee reviewed its currently stated purpose and goals, as well as membership. It was pointed out that there is no longer a Chair of the Committee, as the position of PD Chair was eliminated this year. There was a discussion of who the Chair should be. Laurie Cozzolino suggested that the interim Chair could be the new VPI for now. Her reasoning was that it is important to have someone with an 'institutional view' and broad-based knowledge. We agreed to this change for now, but can continue to discuss. We also reviewed the current Strategic Plan for Professional Development. Laurie pointed out that we have basically already met the Strategic Objectives related to PD, including Objectives 2.1; 4.1&4.2 (see below) as we can now begin to collect some Classified Staff hours and report them, and over time we always have reported more Flex hours from year to year.

We have also instituted the new faculty and new classified hire onboarding programs, and we offer hundreds of PD opportunities each year that are open to all. Here are the current objectives as related to PD:

Objective 2: Cultivate an environment of creativity and increased collaboration both internally and externally:

Institutional Objective 2.1 Increase professional development activities by 2% annually that seek to enhance employee talents interests, and increase collaboration and effective communication

Objective 4: Provide SDCE employees with resources and training to increase the quality of instruction and services:

Institutional Objective 4.1 Orient all new employees to continuing education within their first term of hire beginning fall 2016

Institutional Objective 4.2 Provide current employees the opportunity to participate in at least one professional development activity annually to enhance their teaching, customer service, and technology and/or leadership skills beginning in spring, 2017

Laurie also asked if our classified members could gather some more information on the Classified Retreat from this past summer, so we can include it in any future reports.

2. Sub-Committee Reports were provided by Chairs, including:

- Flex Advisory: Laurie reported that there will be a Fall Flex Days/Flex Advisory Sub-Committee Meeting Nov. 2 ECC and she provided an update on Fall Flex Days. She reminded people that Spring Flex Days will be Monday Jan. 29 & 30
- Diversity Sub Committee: Linda Osborn reported that there will be some funding available for Diversity related professional development, made available by the SDCCD Campus Advisory Council. They have already supported the SDCE Diversity Book Club, and will be supporting more work in the future. Linda mentioned several possible uses for these funds, which will need to be approved through the

SDCE Diversity Sub-Committee and then approved at the District level. Linda will continue to report on this.

- Passport to Success- Roma Weaver reported on the 2017-2018 Passport to Success second season, which for the first time has classified members. There have been 2 workshops so this semester, with 22 classified and 14 faculty members who are new contract hires. They are also working on building include a mentorship program as part of this cohort.
3. Next Meeting: Nov. 15, 2017, 2:30-4:00 PM ECC Room 121