

**SDCCE Professional Development Committee  
Minutes Monday Oct. 11, 2021 2:00-3:00 PM Via Zoom**

**Members Present:**

Laurie Cozzolino, Flex/Professional Development Coordinator, Chair  
Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness  
Jackie Sabanos, Vice President, Administrative Services  
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  
Patty Lopez, Classified Member  
John Bromma, Faculty & AS President  
Denise Munoz, Faculty  
Lisa Carulli, Faculty

**Members not Present/ Vacant:**

Associated Student (1): Vacant  
Classified Supervisor: Vacant  
Classified Member: Vacant  
Instructional Assistant: Vacant  
Guest: Kelly Henwood, Special Projects Manager, Office of Instructional Services  
Recorder: Laurie Cozzolino

Quorum:

- Subject to the Brown Act
- 1.1 Call to Order/Roll Call 2:04 PM
- 2.1 Introductions

Action Items:

- 2.2 Approval of Agenda
- 2.3 Approval of Sept. 13, 2021 Minutes
- 2.4 Member Review & Input: SDCE Professional Development Priority Plan: the SDCE Professional Development Priority Plan, which the PD Committee developed in 2020-2021, was briefly reviewed. Many of the activities that were recommended, including Microsoft Teams Trainings, establishment of Classified Professionals Professional Development Committee, as well as Distance Ed Survey, were accomplished. Other projects are currently in the works, including more Microsoft Office Trainings and 'Tech Tips' for all. This is an 'ongoing' document that can reviewed and updated over time. Jessica suggested that it could be posted on the SDCCE website. Input was also requested on any new areas that we would like to add and general suggestions, which included discussion on:
  - SDCCD (District) Professional Development Projects: Veleka asked if the District is still offering the Faculty and/or Classified Leadership Academies, which they had in the past. Laurie is in touch with Robyn Taylor, District PD, and shared that they are not planning these for now, but that do have a 'Manager's Mentoring' Project this semester. Roma added that Robyn reached out to her to get some information about our SDCCE Passport to Success mentoring model, which she provided.
  - Sharing info on PD activities internally: A suggestion was made that current 'PD Updates' that are emailed out are often long and too detailed, and if they would be shorter and 'highlight' some specific, relevant activity. This way we would not have to read through a long page of information and events to get to something at the end of the message. Laurie agreed this is a great recommendation and will implement this suggestion ASAP. She reminded people that we do have a PD web page where she posts all of the activities available, which she can add that to the emails,

and people can link to that page to see all of the events, at [Professional Development Updates For All](#)

- Kelly Henwood, SDCCE CAEP Coordinator, asked to speak briefly and shared that the CAEP Plan includes a professional development component, and shared this with the PD Committee. PD is an important component of the CAEP Plan, and PD Committee member, Diana Vera-Alba, is the PD Coordinator for CAEP. Kelly shared that there is a lot of CAEP funding that is supporting Professional Development for SDCCE as well.

- 2.5 Member Updates: Diana Vera-Alba, the new OER (Open Education Resources) Coordinator will be holding Office Hours for faculty each week, including Counseling faculty. She will have a special themes each week, with short presentations time questions. Maureen Rubalcaba, asked if Diana could share this with others at SDCCE and Diana will follow up with her.
- Linda Osborn, DEI Chair shared a special opportunity coming up, a presentation with Jose Antonio Vargas, a Pulitzer Prize Winner, who discovered that he was undocumented when he went to get his learner's permit, and hid this for the next 15 years. He has now come 'out' and speaks around the world about these important issues. SDCCD worked with 10 other Community Colleges to engage him, and he will be presenting several sessions, some open to all and also some special sessions to engage students. If you know any students that could really benefit from his story contact, please contact Linda directly.
  - Roma Weaver: Passport to Success Update: The first session for 2021-2022 will be on November 5, with about 19 participants, with a theme this year of Diversity, Equity & Inclusion. Roma will reach out to Linda, who offered her support in these areas.
  - Patty Lopez & Veleka Iwuaba shared about a 'Mentor/Mentee' program that is offered through the AFT. For this project, Patty took courses at Mesa College and got work experience while working with Veleka as her mentor. Patty's work focused on increasing the participation of the Classified Professionals in Professional Development activities at SDCCE, and shared her idea of using social media, such as Twitter and Instagram, to engage staff and inform them on professional development opportunities in an up-to-date venue, that many people, across SDCCE, currently use. Once the project is completed, Patty will share these new ideas with Laurie, with the goal of integrating them into communicating about PD opportunities. Veleka also shared it was a great opportunity for her as well, and that as the Mentor there was not a lot of pressure and opportunity to help individuals who are looking to progress and either get step- increases or promotions. Patty added that the work includes taking one class called 'Work Experience' and the other is 'Communications'. Topics included talking about your job skills, what skills you want to learn or improve, 21st century skills like professional skills, and Patty has found it very informative. Veleka will connect us to the Coordinator of this project, so Laurie can find out more and also share with Committee members. Veleka added in closing that there were mostly Classified Professionals attending from SDCCE, but the other colleges had more faculty involved. She thinks it would be great for more of our faculty, especially Adjunct, to participate. Laurie will follow up and be sure to share more details on this opportunity.
  - Patty also brought up the need for more Microsoft Teams trainings, as well as trainings for other tools that are useful, such as Adobe Signature, Sharepoint and others. These are tools we learned to use while working remotely, but will continue to be of value into the future and are also valuable for faculty and management staff.

2.6 Membership Review: Laurie Cozzolino shared that PD Committee is still short on some of the member positions, specifically, in the Classified Professional areas. In a review of current membership, we see that we only have Patty Lopez as a Classified member, and still need the following specific members:

- Associated Student (1): Vacant
- Classified Supervisor: Vacant (SPA Level)
- Classified Member: Vacant
- Instructional Assistant: Vacant

Laurie shared that these positions have been vacant for several years, and she will reach out again to Classified Senate to recruit these positions.

3.0 Adjournment Meeting adjourned at 3 pm: 021 Meetings: 2<sup>nd</sup> Monday of each Month, 2-3pm

- Monday Nov. 8, 2021 Via Zoom
- Monday Dec. 13, 2021 Via Zoom
- Monday Jan. 10, 2022 Via Zoom
- Monday Feb. 14, 2022 Via Zoom
- Monday March 14, 2022 Via Zoom
- Monday April 11, 2022 Via Zoom
- Monday May 9, 2021 Via Zoom

\*Link to AFT Mentoring Info: <https://aftguild.org/mentoring>

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>