

**DRAFT MINUTES:** SDCE Professional Development Committee Meeting  
Jan. 14, 2019; 2:00-3:00 PM; Rm 121 ECC

Mission-SDCE PD Committee: The purpose of the San Diego Continuing Education (SDCE) Professional Development Committee is to support the professional growth of faculty, staff, and administrators with the ultimate goal of maintaining the highest quality of service for our students. The committee seeks to ensure that professional development opportunities provide relevant educational topics for the entire institution.

Members Present: Michelle Fischthal; Carol Wilkinson; John Bromma; Roma Weaver; Linda Osborn; David Holden; Laurie Cozzolino; Veleka Iwuaba

1. Minutes reviewed from Dec. 10, 2018 PD Committee Meeting. Michelle Fischthal made a request to revise the Dec. 10, 2018 minutes to reflect that the request made by David Holden to change the language in the Governance Handbook in regards to the WIOA Title II Grant was not actually approved at the Dec. 10, 2018 meeting. She requested that it be brought back to the next PD Committee Meeting for further discussion. The December minutes will be updated to reflect this correction before being posted on the PD webpage.
2. The issue from the previous meeting regarding David's request as per the WIOA Title II Committee's request for a sign-off for the proposed change in the Governance Handbook was discussed and clarified again. David had previously made a request for the PD Committee to review changes to the description of the WIOA Grant Committee in the SDCE Governance Handbook. David provided some clarification about this and shared that the key idea behind the request is to have more representation from the field as to who can serve on and inform the committee. Michelle asked the questions around committee membership and how it was determined. *In addition, she asked if the added members are aware they are being requested as members. Michelle made a motion to approve with an addition that the Chair of the Committee – in this case the WIOA Title II Grant Committee- would be responsible for directly communicating to all members of a Committee that they have been appointed to the Committee.* The motion was unanimously approved, and David will now take this to the WIOA Title II Grant Committee Chair.
3. Resource Prioritization Process and Review Update: Michelle shared that there were some missing reviews in the Resource requests that the PD Committee had been tasked to review, and that some members would need to complete their sections. There was a general discussion where many members expressed that the process was somewhat complicated in terms of the process – i.e., needing two screens to do the review; figuring out what the key elements were; thinking about how to score some of the items; and just learning what might be a new process for many of us. On the other hand, we did agree that it was good to provide input and that overtime the process will improve, based on what we are learning now. We are all doing our best, and we will continue to improve the process and discuss the results at the next meeting.
4. Sub-Committee Reports:
  - Diversity, Equity and Inclusion Sub-Committee: Linda Osborn: Linda shared some upcoming events sponsored by the Sub-Committee, including the Feb. 13 Black History Month Celebration, which will feature social activist, poet and artist, Nate Howard, along with entertainment and food that celebrates the African American experience in America. The theme this year is 'Black Migration,' and all students, faculty, staff and the community are invited to participate at the ECC Theater, from 11:30-1:00 PM. There will be several other activities during this month, including film showings and other events. Keep your eyes open for updates. The Diversity, Equity and Inclusion Sub-Committee sponsors many of these events. Linda also added that the Sub-Committee is hoping to send a broad team from SDCE to the 2019 NCORE Conference, which will be in Portland, Oregon the week of May 28 – June 1, after graduation. The timing is somewhat of an issue, as when classes are still in, it can be difficult for faculty and staff to attend in some cases.

Linda said there is a plan to create an application for participation so that process is fair and equitable to all, and based on a rubric that is being developed. Linda said that Mesa College has been sending teams for several years, as do the other campuses, and they have developed a process/rubric that we can use for SDCE. The funding for this will be out of funds from the SDCCD Diversity Office, and faculty can apply to use Academic Senate Funds for part of the Conference. NCORE stands for National Conference on Race and Ethnicity.

-Passport to Success: Roma Weaver reported that the recent Passport to Success was held at North City Center on Jan. 4 and the topic was Curriculum, with guest speakers Richard Gholson, SDCE Curriculum Chair, and Desiree Payne, SDCE Curriculum Analyst. This was open to all faculty, as Curriculum is critical area of work for all faculty. The session was well attended, as Richard and Desiree provided a thorough overview of the curriculum review process as well as developing new curriculum. The next session will be on Technology and will be at West City Center. Roma shared that Passport to Success is going well, with a wide range of participants include new hire faculty and staff, as well as adjunct faculty. Feedback and evaluations reflect a high level of satisfaction and engagement for participants.

-Flex Advisory Sub-Committee: Laurie Cozzolino – Laurie reminded everyone that Spring Flex Days are Jan. 29 & 30, 2019 and will be held at ECC. She handed out a draft of planned activities, and encouraged everyone to keep their eyes open for updates. Many of the workshops will led by faculty and focused on student engagement and serving all of our students' and supporting the Pillars. PD Committee member Veleka Iwauaba is leading a workshop on 'Best Practices for Student Engagement from FELI'.

5. Roundtable: Michelle shared that the focus on Spring Flex Institution Day will be 'Guided Pathways in Non Credit'. We will have a guest Keynote speaker on the topic. Michelle shared that non-credit will be impacted by the CCC's 'Guided Pathways' direction. Michelle pointed out that Guided Pathways is not an 'initiative' but rather a broad 'framework,' and SDCE will be working on ways to make this broad 'framework' work for CE students. We already do have many existing programs and resources that support the goals of Guided Pathways, but we will need to continue to articulate and strategically plan around the 'framework' of Guided Pathways. These efforts will include all classroom faculty, counseling faculty, student services staff, and management, with the goal of providing students the services they need on their 'Guided Pathway'. John Bromma commented that counselors are currently doing much of this work with students, but we also need to connect it to the classroom as well as other areas and services at SDCE.
- Veleka Iwauaba reminded us that the next FELI training will be the week of April 15-19<sup>th</sup>, with more info to follow. All are encouraged to participate in this informative and important training, so please keep your eyes open for the invitation letter that will be coming out.

2018-2019 SDCE PD Committee Meetings will be held on the 1<sup>st</sup> Monday of the month, at ECC, Room 121, 2:00-3:00 PM unless otherwise scheduled. Dates will include:

- Monday, February 11, 2019 - 2:00pm
- Monday, March 11, 2019 - 2:00pm
- Monday, April 8, 2019 - 2:00pm
- Monday, May 13, 2019 - 2:00pm
- June Meeting: TBD