



## Professional Development Committee Meeting

**MINUTES for Monday, December 11  
2023**

**2:00 pm**

**Zoom**

<b>Members Present:</b>	Carla Grossini-Concha, John Bromma, Roma Weaver, Denise Munoz, Maureen Rubalcaba, Jan Jarrell, Diana Vera-Alba
<b>Members not Present:</b>	Jackie Sabanos, Jessica Luedtke, Veleka Iwuaba, Floreniza Carla Yumul, Lisa Carulli, Patricia Lopez, Esteban Alvarado, Oscar Castro Urias, Rachel Rose
<b>Guests:</b>	
<b>Recorder:</b>	Carla Grossini- Concha
<b>AGENDA</b>	
<b>1. Call to Order 2:03 pm</b>	
<b>2. Review Agenda, Approval of Minutes</b>	
<b>2.1 Approval of Agenda</b>	
<b>CONCLUSION</b>	John Bromma first to approve, Maureen Rubalcaba seconded the approval
<b>2.2 Approval of November 13<sup>th</sup>, 2023 Meeting Minutes</b>	
<b>DISCUSSION</b>	Minutes tabled
<b>3. Information/Discussion Item(s)</b>	
<b>3.1 Spring Institution Days</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Spring Institution Days will take place Monday, January 29<sup>th</sup>, 2024 and Tuesday January 30<sup>th</sup>, 2024                             <ul style="list-style-type: none"> <li>○ President’s lunch will be after the morning session, and then program meetings will take place from 1-4 pm on Monday</li> <li>○ Carla sent out an email to Program Chairs to confirm their meeting, identify how many people are in their program, room capability needs, and to put their flex request into the flex system</li> </ul> </li> <li>• Summary of scheduled Flex Sessions for Convocation                             <ul style="list-style-type: none"> <li>○ Session by the SLO task force to introduce faculty to the fifth SLO, and to offer help with assessments and rubrics if needed.</li> <li>○ Pronto Software</li> </ul> </li> </ul>
<b>3.2 Flex Training</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Thursday, January 4<sup>th</sup>, 2024 from 4-5 pm via Zoom                             <ul style="list-style-type: none"> <li>○ Session will provide information to staff on how to log in, see contract hours, identify independent projects, self-report, and the basics of utilizing the Flex system.</li> </ul> </li> </ul>
<b>3.3 Travel Procedures Page on SDCCE Intranet</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• <a href="#">Travel Procedures Page on SDCCE Intranet</a> <ul style="list-style-type: none"> <li>○ Faculty procedure to remain the same, however, administrators and managers are intended to have their own allocated funding and limited to two conferences per year</li> <li>○ Administrators and managers need approval from their division Vice President</li> <li>○ Flex and PD Coordinator will be handling the Classified Professionals funding and procedures</li> </ul> </li> </ul>
<b>3.4 Youth Development Professional Development Training</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• <a href="#">Youth Development Professional Development Training</a> <ul style="list-style-type: none"> <li>○ Paul Watson will be providing sessions that provide tools on how to support students for dual</li> </ul> </li> </ul>

	<p>enrollment</p> <ul style="list-style-type: none"> <li>▪ Monday, January 8<sup>th</sup>, 2024 @ Cesar Chavez</li> <li>▪ Friday, January 12<sup>th</sup>, 2024 @ ECC</li> <li>▪ Friday February 9<sup>th</sup>, 2024 @ Mid City</li> </ul> <ul style="list-style-type: none"> <li>○ Email Invite sent to Health Care, ESL, and AHS</li> </ul>
<b>3.5 Literature Review</b>	
INFORMATION	<ul style="list-style-type: none"> <li>• <a href="#">Rethinking Professional Learning for Teachers and School Leaders</a></li> </ul>
<b>3.6 Roundtable</b>	
INFORMATION	<ul style="list-style-type: none"> <li>• Passport to Success next event at VEBA</li> <li>• Classified Professionals Equity Certification <ul style="list-style-type: none"> <li>○ Designed to engage Classified Professionals in leadership and empowerment</li> <li>○ There will be five sessions, a total of 10 hours, and Classified Professionals will be able to lead and facilitate sessions with hopes of a launch in January or February</li> </ul> </li> <li>• CE is in engaging in a contract with Kisha Quesada Turner, who offers learning around linguistic justice <ul style="list-style-type: none"> <li>○ Hoping to offer a session on Linguistic Bias Awareness and Linguistic Training virtually in the Spring</li> </ul> </li> </ul>
CONCLUSION	
Action Item [who?]	<ul style="list-style-type: none"> <li>• <b>Maureen to coordinate with Dr. Santana on presenting to Classified Professionals on Spring Institution day, Monday, January 29<sup>th</sup>, 2024 after the President's lunch.</b></li> </ul>
<b>4. Adjournment Meeting adjourned at 2:36 pm</b>	

NEXT MEETING:

Monday, January, 8, 2024 – 2pm

ZOOM

Minutes submitted by:

Minutes approved: *By Committee on 1/8/24*