SAN DIEGO COLLEGE OF CONTINUING EDUCATION

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

Professional Development Committee

MINUTES for Monday April 8,2024   **2:00pm**   **Zoom**

Members Present:	Carla Grossini-Concha, Diana Vera-Alba, Esteban Alvarado, Veleka Iwuaba, Floreniza Yumul, Denise Munoz, Jessica Luedtke, Roma Weaver
Members not Present:	Rachel Rose, Oscar Castro, John Bromma, Patty Lopez, Maureen Rubalcaba, Jackie Sabanos, Jan Jarrell
Guests:	Trenton Romero
Recorder:	Nashlee Solis

AGENDA

1. Call to Order 2:09pm

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION	First motion to approve by Roma Weaver. Second motion to approve by Veleka Iwuaba.

2.2 Approval of February 12th,2024 Meeting Minutes

CONCLUSION	First motion to approve by Jessica Luedtke. Second motion to approve by Esteban Alvarado.

3. Information/Discussion Item(s)

3.1 STAR Conference

INFORMATION	Thursday, May 23rd, 8:30am-1:30pm at North City Campus in the Multipurpose room. • The Professional Development team will continue to work with Classified Senate and the Executive cabinet on the importance of making sure we give classified professionals an entire day.

3.2 Upcoming Professional Development Opportunities

INFORMATION	• Kisha Quesada-Turner will facilitate a virtual session on Linguistic Bias and Linguistic Justice Awareness on April 17th. • Constructs for Creating a Culture of Dignity, a virtual 3-day workshop series will take place on 4/11/24, 4/12/24, & 4/19/24 from 9am-2pm. o Veleka shared the link for the workshop https://forms.office.com/r/2SxcHxTnNU

3.3 Classified Professional Conference Opportunities

INFORMATION	• Professional Development funding will support upcoming conference opportunities:
	  o CCCAOE- Sacramento, CA, from April 23rd-April 26th
	  o CCAE- Anaheim, CA, from May 9th – May 11th

3.4 Youth Development Professional Development Training

DISCUSSION	• Youth Development training was introduced around the idea of dual enrollment of high schoolers into the Healthcare program, and bringing the awareness of ageism and how we can be inclusive of all generations. • Initially 3 sessions were offered, with the last one at ECC cancelled due to low enrollment. • "What could be the reason why [for low enrollment], and how can we change our offerings to encourage people to take these opportunities?" o Denise Munoz, speaking as a counselor, blocking off their schedule for a session is an issue when students are being scheduled for an appointment. Getting approval and having to block of the schedule is a complicated process, making it hard for counselors to attend sessions.

	- Veleka suggests a more centralized location. Also, emails tend to get over-crowded so not being able to automatically add session to a calendar makes it hard to keep track of events/sessions. - Estaban suggests a master calendar that is easily accessible to everyone. Esteban also wants to encourage a discussion on leadership that does not encourage their faculty and staff to attend PD training that is not specific to their departments. - Floreniza speaks on behalf of classified professionals and highlights a lack of coverage at campuses which discourages staff to attend PD trainings. Floreniza also expressed that giving informational sessions on upcoming Professional Development sessions such as who can attend, who it is intended for, and what it is about, can encourage more people to sign up. - Roma agrees that communication from leadership needs to be improved and invoking a master calendar will be innovative. - Diana suggests utilizing SharePoint as this could be accessible to all. • Carla is working with PRIE to deploy a survey for faculty to see what professional development they need.

3.5 IEPI Visit

DISCUSSION	IEPI (Institutional Effectiveness Partnership Initiative) https://www.ccccco.edu/About-Us/Chancellors-Office/Divisions/Institutional-Effectiveness/Institutional-Effectiveness-Partnership-Initiative How do improve on serving the college and employees, and take it up to the next level? - Communication was a topic at the last IEPI meeting that needed improvement, and SharePoint was an option for a solution for a user-friendly space. - At the next meeting, May 16th, the resource team will come back with a MOO (Menu of Options) to help implement an action plan. - Floreniza feels the need for a collaboration between departments to feel heard and get each other's perspective. Jessica suggested participating in Accreditation since the meetings feel very supportive. - Esteban has hopes for a plan to communicate with program leadership to define clear lines to support any disconnect in communication. - Veleka suggests meeting with Faculty Deans and Administrators to have conversations on what type of professional development their team needs to encourage support and promotion for sessions.
Roundtable	- Floreniza shared a reminder that today, 4/8, is the deadline for GFU funding, and submit any request to the assigned accounting tech. - Floreniza suggested offering an incentive for attending a certain number of PD offerings. - Veleka extended an invitation to attend the Culture of Dignity workshop beginning 4/19. - Roma shared a reminder for the Faculty Appreciation Day. - Esteban extended an invitation to the launch of the 1st Gen Affinity Group.
Action Item [who?]	Jessica to bring to the monthly managers meeting a focus conversation on idea generation and encouraging staff to attend PD offerings.

4. Adjournment Meeting adjourned at 3:01pm

NEXT MEETING:
TBD

Minutes submitted by: Nashlee Solis

Minutes approved: *By Committee on 05/13/2024*