

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

SDCE Professional Development Committee

MINUTES for Monday Nov. 9, 2020

2:00-3:00pm

Zoom

Members Present:	<ul style="list-style-type: none"> Laurie Cozzolino, Flex/Professional Development Coordinator, Chair Maureen Rubalcaba, Dean, Student Services, Diana Vera-Alba, Faculty Veleka Iwuaba, Faculty & FELI Lead John Bromma, Faculty & AS President Lisa Carulli, Diversity, Equity & Inclusion Chair Roma Weaver, Passport to Success Lead Denise Munoz, Faculty (Counselor) Holly Rodriguez, Faculty Jackie Sabanos, Vice President, Administrative Services Patricia Lopez, Classified Member Jan Jarrell, ESL Dean, Instructional Services, Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness
Members not Present/ Vacant:	<ul style="list-style-type: none"> Associated Student (1): Vacant Classified Supervisor: Vacant Classified Member: Vacant Instructional Assistant: Vacant Faculty (1 vacant)
Guests:	Kelly Henwood, Special Projects Manager
Recorder:	Laurie Cozzolino
AGENDA	
1. Call to Order 2:04	
2.1 Approval of Agenda	
2.2 Approval of 10/12/20 Meeting Minutes w/ Correction: Action Item 2.3 was a Discussion Item, not an Action Item and will be amended in posted Minutes.	
2.3 Action Item: Review 'Professional Development Brief' document:	
INFORMATION	<p>Based on October 12, 2020 discussion and input, a new draft document, based on the original PD Agenda, was shared. The new document, which will be re-named the 'SDCE PD Brief', was reviewed. The updated draft is designed to reflect our institutional professional development priorities for 2020-2021, and will enable us to document activities and progress and can serve as a guiding framework. This will become a document that Jessica will share with leadership. We can also plan to revisit it in Spring and can modify it over time. PD Committee members provided a number of suggestions to the document. Some specific suggestions included:</p> <ul style="list-style-type: none"> Clear message that we will have a strong, but not exclusive, focus on DE/Remote Work related professional development, for all stakeholders for 2020-2021 Simplify the document so it consolidates some of the shared goals Eliminate some information that is not part of the PD Committee purview <p>A number of other suggestions were made, and will be included in the updated document.</p>
CONCLUSION	In the interest of time, it was agreed that Laurie would make these suggested updates, and send out to the full PD Committee in an editable Google Doc and ask for 'wordsmithing', with a turn-around time of 1 week.
2.4 Action Item: Review proposal for Classified Professional Development Advisory Sub-Committee	
INFORMATION	This will be a new Participatory Governance Committee, as an advisory sub-committee, and already has the support of Classified Senate. Some important benefits for having this Committee is that it will now exist in the institutional Governance Structure, which adds the benefit of being able to request funds in the future,

	as well as a recognition of the importance of Professional Development for Classified Professionals at SDCE. Laurie shared the initial draft proposal. A change was suggested to just have a Committee Chair, who would be the Flex/PD Coordinator, rather than an assigned co-chair. This matches the composition of the existing Flex Advisory Sub-Committee, which meets 2x per year, convened by the Flex/PD Coordinator and does not have a co-chair. Noting these changes, this proposal is also supported by Classified Leadership, Jackie Sabanos, VPA, and PD Committee Member Patty Lopez. Patty Lopez also asked to be a member of this new committee when it has final approval and convenes.
CONCLUSION	After review, the full PD Committee agreed to support this proposal, with clarification that there would not be a 'co-chair' position required. Next steps TBD.
2.5 Discussion Item: PD Committee Membership: We still have some empty seats on the Committee.	
INFORMATION	We currently have openings for an Associated Student, another faculty member and several classified positions.
CONCLUSION	It was suggested that Laurie reach out to ASB/Student affairs lead Michelle Madrid Novak and invite an ASB Faculty Rep and also try to identify a student member.
2.6 Action Item: Lead reports as time permits	
INFORMATION	No time for this item
4. Adjournment Meeting 3:00 PM. Next meeting Dec. 14, 2020 2-3pm	