

**SDCE Professional Development Committee**  
**MINUTES for April 12, 2021 2:00-3:00 PM Via Zoom**

**Members Present:**

Laurie Cozzolino, Flex/Professional Development Coordinator, Chair  
Diana Vera-Alba, Faculty & DE Committee  
Veleka Iwuaba, Faculty & FELI Lead  
Lisa Carulli, Diversity, Equity & Inclusion Chair/Faculty  
Roma Weaver, Passport to Success Lead  
Jackie Sabanos, Vice President, Administrative Services  
Jan Jarrell, ESL Dean, Instructional Services  
Patty Lopez, Classified Member  
John Bromma, Faculty & AS President  
Denise Munoz, Faculty (Counselor)

**Members not Present/ Vacant:**

Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness  
Maureen Rubalcaba, Dean, Student Equity  
Holly Rodriquez, Faculty  
Associated Student (1): Vacant  
Classified Supervisor: Vacant  
Classified Member: Vacant  
Instructional Assistant: Vacant  
Faculty (1 vacant)

**AGENDA**

1.1 Call to Order 2:05

2.1 Review and Approval of Agenda

2.2 Review and Approval of March, 2021 Meeting Minutes w/ Updates

2.3 New Business: Accreditation Update: The accreditation mid-cycle visit is on April 29, and though not able to attend, Jessica Luedtke had previously reported that the visiting committee had reviewed our progress report, felt it was comprehensive, so the site visit schedule was reduced to two leadership team meetings and several stakeholder 'Dialogue Meetings' which will include faculty, classified professionals on April 29. Additionally, there will be a series of Strategic Planning Conversation/input sessions coming up, with faculty lead Margaret Posner, designed to shape the direction of the institution and provide ideas that will inform long-term strategic institutional planning. PD Committee members are encouraged to participate in these important planning efforts.

2.4 Member Updates: Patty Lopez and VPA Jackie Sabanos shared out on the SDCCE Classified Professional STAR Conference, Monday March 29. While it was Spring Break, there was a good turnout for most of the sessions, and having it fully online made it easier for people to attend. The STAR Conference included an opening welcome from leadership, followed by keynote speech with Equity expert Daquanna Harrison, speaking on 'You, Identity, and Cultural Competency;' AFT Session; Microsoft Office Teams, Pivot Tables and Outlook Sessions; Self Care in the Pandemic; 'Leadership Lab' with the SDCCE Vice-Presidents providing support to Classified Professional Managers and staff, and a lively 'We Are All in This Together Team Building' session, among others. Laurie Cozzolino will be sending out an evaluation/input survey regarding the STAR Conference and future PD needs for Classified Professionals later in May. Laurie also reported on the upcoming series of Microsoft Teams Basics and Deeper Dives in April and May, which will be open to all. Laurie clarified that Teams will not replace Zoom, and we will continue to use Zoom for teaching and meeting purposes. Jackie added that Teams will provides an online tool that we can use to store and archive documents on the G drive, and access files, rather than emailing everything. She added that Teams will give us more flexibility to have laptops with docking stations, and to be able to work at home and work on campus, in a transitional phase.

Jackie also shared out on Sustainability Events next week in time for Earth Day, the Ad Hoc Sustainability Committee has been hard at work planning some fun and interesting activities, including a Town Hall on Tuesday April 20, 2-3 with several guest speakers talking topics related to sustainability efforts at SDCCD. These efforts include ways our own skilled and technical trades program can benefit from this work. In addition, faculty member Stacy Surwillo will host a hands-on 'Cereal Box Birdhouse' event for staff and students, family and friends, where you can build a bird feeder. Kelly Henwood has also volunteered to send out a list of sustainability films on Twitter, and anyone interested in participating in this important work can contact Jackie and/or Kelly to learn about and help support these efforts.

Jan Jarrell, Dean of ESL, shared that ESL continues to organize Meet-Ups to help communicate with faculty and staff, review administrative procedures and talk about summer and fall planning efforts. These Meet-Ups serve to provide important program updates, such as the 10 new VESL Course Outlines, and 5 new programs just as an example. Faculty and staff are able to provide input. ESL also has a number of on-going Committees that meet regularly, including Textbook; VESL; Teachers Using Technology; Textbook; Social Justice Work Group; Citizenship; Learner Persistence; Transition to College; level meetups and more. She also shared that ESL will be using a new planning process is Continuous Improvement plan that Magdalena Kwiatkowski is facilitating. More on this in the future.

Diana Vera-Alba shared about the upcoming SDCCD Distance Education Week, which will include a number of great virtual sessions that support Online Teaching and Learning, organized by SDCCE Online Learning Pathways. She also gave an update on the SDCCE Proactive Online Course Design Training, Intermediate/Advanced. Under the leadership of Ingrid Greenberg and the DE Team, this session will focus on creating videos using CANVAS Studio and 'humanizing your course' w/ Liquid Syllabus video creation. The course, the third one so far, is already full over 30 participants over the next 4 weeks, which takes up to 40 hours to complete, and is being taught by Diana and CTE faculty Brian Palmiter. Diana will be report back on this project, and added that they have had several credit college faculty attend, but only as space was available outside of SDCCE faculty. Contact Diana Vera Alba, Brian Palmiter and/or Ingrid Greenberg for more information on this course.

Denise Munoz, SDCCE Counselor, shared that we are finally getting 'Cranium Café' Training for SDCCE Counseling staff. Cranium Care is a browser-based, video/chat app and virtual meeting platform built to improve student engagement, which we all hope will make the enrollment process better for students and staff.

Roma Weaver, Passport to Success co-coordinator, reported that the most recent session focused on Curriculum, with Curriculum Chair Richard Gholson sharing his knowledge and expertise in this area. This was the next-to-last official session, and 10 participants, both faculty and staff, were invited to the Faculty Appreciation event coming up on April to be recognized for their work this year. Roma shared that Passport to Success, though smaller than in previous years, is still a great place for staff to support each other, feel more connected at SDCCE, build leadership skills, and she added that this cohort regularly support each other.

Lisa Carulli, DEI Chair, shared out on the many activities that have been going on this past month and next month, including an event on April 14 & 15 where President Carlos Cortez will speak, at the LBGTQ Youth Forum+. She also reported out on the SDCCE sessions including the She-Roes of DSPS and Culinary Faculty sessions in March that were well attended and highly

successful, along with many other sessions for Women's History Month as well as Black History Month. Laurie also added that there is still funding for the June 2021 NCORE Conference which will be virtual, and is at a cost of only \$350.

2.5 Membership Review: No time

3.0 Adjournment

-Upcoming Meetings: 2- 3 PM

- Monday May 10, 2021 via Zoom