

**SDCE Professional Development Committee
MINUTES for May 11, 2020 2:00-3:00 PM ECC ZOOM Meeting**

Members: Present:

Denise Munoz, Student Services Counselor ; Ernie Romero, Auto Faculty; Holly Rodriguez, ABE/ASE Faculty/TLC Lead; Jessica Luedtke, Dean, Planning & Institutional Effectiveness; John Bromma, Academic Senate President, DSPS Chair; Laurie Cozzolino, SDCE Flex/Professional Development Coordinator/Faculty; Linda Osborn, Diversity Committee Chair/ Child Development Faculty; Roma Weaver, Passport to Success Lead; Veleka Iwuaba, ABE/ASE Faculty Chair/FELI Lead; Classified Supervisor, VACANT; Instructional Assistant, VACANT; Associated Student, VACANT; Recorder: Laurie Cozzolino

Quorum: ☒ Subject to the Brown Act
[#]

1 Call to Order/Roll Call [1:45 PM]

2. Action Items:

2.1 Approval of Agenda

2.2 April 13, 2020 Minutes approved

2.3 Invited Guest: Ingrid Greenberg, SDCE DE Mentor was invited to provide an update on the ongoing Professional Development being provide at SDCE, as a result of the Covid-19 and associated shut-down of on-campus classes and the move to fully online courses for Spring 2020, moving into Summer and Fall online delivery of courses. Ingrid provided a comprehensive report on Distance Education Faculty Training during this time with the following highlights:

- Provided just-in-time training to 350+ faculty to develop their online courses
- Developed a team of 14+ volunteer online faculty mentors and 11 classified professional mentors to support faculty
- Provided 40+ one-on-one mentoring sessions and 8 group trainings, with assistance and support from Passport to Success Mentors Rachel Rose and Roma Weaver
- Sent out email FAQs and responded to 50+ requests for technical assistance
- Supported SDCE faculty who were enrolled in the SDCCD Online Certification (Canvas) Course
- Shared resources and upcoming conferences and events
- 2.4 Report from SDCE Flex Advisory Sub-Committee Meeting: Laurie Cozzolino shared information from the Spring 2020 SDCE Flex Advisory Sub-Committee that met on Monday April 27, 2020 from 3-4:30 PM. This meeting occurs 2x per year, with the purpose of getting input from faculty and staff regarding Flex activities and needs. At the meeting, Laurie Cozzolino shared a PowerPoint presentation covering the basics of Flex at SDCE, including basic Flex facts, purpose, reporting requirements, and a report on SDCE Flex activities for 2019-2020. Guest Speaker Ingrid Greenberg provided an update regarding her new expanded role in supporting faculty and staff during the transition to remote/online teaching and learning at SDCE and shared the many activities being planned.

2.5 At the meeting, faculty also shared some of the challenges with moving online and the need for ongoing support for developing effective online and reflected that programs were able to work together cohesively to develop plans and support each other in this difficult transition, meeting in small groups to share resources, including sharing across programs to support all faculty and students. Roma Weaver shared that the SDCE Foundation, of which she is a member, will continue to provide material support to our students as much as possible during these times.

3.1 Round Table: No time was available

3.2 Adjournment: 2:45 PM. Next Meeting: Sept. 14, 2020

