

SDCE Professional Development Committee

MINUTES for Monday Oct. 12, 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 Lisa Carulli, Diversity, Equity & Inclusion Chair Roma Weaver, Passport to Success Lead Denise Munoz, Faculty Holly Rodriquez, Faculty Jackie Sabanos, Vice President, Administrative Services Jan Jarrell, ESL Dean, Instructional Services, Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness
Members not Present:	<ul style="list-style-type: none"> Associated Student (1): Vacant Classified Supervisor: Vacant Classified Member: Vacant Instructional Assistant: Vacant Patricia Lopez, Classified Member
Guests:	None
Recorder:	Laurie Cozzolino

AGENDA

1. Call to Order 2:04

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION	Agenda approved unanimously
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2.2 Approval of 9/21/20 Meeting Minutes

DISCUSSION	Update made regarding FELI session
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CONCLUSION	Meeting Minutes approved unanimously
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2.3 Action Item: Review Faculty & Classified PD Recommendations: First, new members introduced themselves. Lisa Carulli, DEI Chair/Counselor, Diana Vera-Alba, ESL Faculty & CAEP Co-coordinator, Vice President of Administration, Jackie Sabanos and Jan Jarrell, Dean of ESL & Citizenship were welcomed. Review of Faculty & Classified PD Recommendations based on AS Resolution & Classified Focus Group: Laurie reported that at the previous meeting, the Committee members reviewed some recommendations that had come through various other groups, including the SDCE DE & Remote Ad Hoc Group, which was organized to address challenges in the current environment. Jessica noted that the PD Committee should review recommendations and move them forward, but only those areas specifically related to Professional Development topics in a 'PD Document' that Laurie is working on. A brief discussion followed related to trainings that are often needed when new software is adapted. John Bromma shared that Cranium Café, which is used in student services areas, will not be fully adopted until late Spring/Fall of 2021. Typically, when new software is adapted/integrated, trainings are first provided by vendors and/or internally. The response from the PD

Committee, for these activities, will be to communicate information on these opportunities to all. OEI (Online Education Initiative) is another area where the PD Committee response will be to communicate regarding any professional development/training that will occur. Jessica suggested OEI be seen as a 'long-term' project that we can include in the 'PD document'. Laurie provided an update on the results of the Classified Professional Needs Survey, noting the top areas of need include technology related areas. These have been shared with the DE Remote Committee as well and will be included in the 'PD Committee' document. Key areas of need include Microsoft Teams/Microsoft 365; Remote Work; Live/Work Balance. Laurie is currently researching trainers who can provide 'just in time' training in these critical areas. Jackie agreed that these are all important areas for Classified Professionals and added training for 'Adobe Sign' is important right now, as the 'sign-off' process is fully online, and we are using 'Adobe Sign' now. Laurie will add these as well as the specific requests from the AS senate in the 'PD Document'.

2.4 Action Item: Institutional PD Agenda/Identify Gaps Institutional PD Agenda/Identify Gaps: Institutional PD Agenda/Identify Gaps: Laurie shared the document we had previously reviewed that identified areas of gaps and members reviewed some of the 'gap' areas that have been discussed. One important area for all employees is the 'work from home' challenge, including managing basic technology tools and shared that she will be taking the lead on organizing trainings for classified and continue to report on them. She shared some basic information about a future project, The Visions Resource Center, which will be a platform where everyone can have on-demand access to professional development opportunities for all. Classified will be able to keep track of their own professional development but it will be open to all. Laurie will continue to provide updates on this project. In terms of Leadership areas and gaps, Passport to Success continues this year, with Rachel Rose and Roma Weaver the leads. Though there are fewer new hires, they are still delivering online sessions and mentoring, with strong support from VPI Michelle Fischthal to continue this project. The area of Diversity, Equity & Inclusion is also important. We have a new chair, Lisa Carulli who will be reporting on PD that may come out of that Committee in the future. The DEI Committee supports a wide variety of activities and trainings. SDCE has also been supporting DEI related events, in the SDCE Town Hall Meetings that are focusing on raising awareness in these areas. Other general areas that can be continually addressed include areas related to safety, situational awareness, ergonomics, etc. While the District PD Department offers these regularly, we can always use more trainings in these areas. One PD project now on hold until we are back on campus is the PD Center at ECC, which is a designated space at CEE that is intended to provide work and gathering space for Professional Development and other activities as planned.

Committee members then were invited to comment on other ideas and gaps and are summarized here: Veleka shared that her faculty have requested some very basic kinds of technology sessions; perhaps an 'Academy' to train people in basic computer skills. For one, there may be a lack of access to equipment and some may not even understand they need new equipment. It could also include how-to tips and trainings on how to set up a productive home office; understanding basic computer functioning, Word, Excel, PP basics, and a basic level computer competency Even just simple tricks like saving a document as a PDF and how to stay organized. Jessica gave an example that her office had an in-office sharing tips and tricks for some software – just shortcuts, etc. that could be a 'blurb' or 'tip of the day', and also added another simple tip, sharing that the new Zoom 'plug-in' allows you to set a meeting up in just a few second. Several people recalled that we used to have 'tech tips' that were shared with everyone and we could do this again. Denise shared that we never had any kind of a 'pause' when we all went online, and proposed the idea of having a whole week just for getting our skills updated in these areas. Veleka also supported this idea of the 'Tech Week' as people need both basic computer skills as well as software, etc. and back to basics. Lisa added that she was challenged with the new Office 365 for example, and how it looks different in the new version. Diana suggested that could work with OTAN to deliver many of these kinds of basic and advanced skills. OTAN provides PD to all adult education entities in the State and can provide a wide range of these

kinds of basic tech related trainings and also tech support available. Laurie shared that she is in the process of getting some training going with OTAN, and Diana, who works as a trainer for OTAN, said she would talk to her colleagues there to move that training forward.

In terms of Classified Professional PD, VPA Jackie Sabanos said Office 365 will be important for all employees and she will communicate with District regarding some of these specific tech needs. Leadership training was discussed as Roma Weaver, Passport to Success co-lead shared that there are 16 people in the cohort this year. With not many new hires, there are some recent classified hires as well as faculty, including a number of adjunct faculty who are recommended by their Deans as having leadership interest. Roma and co-coordinator Rachel Rose will continue to deliver this training for 2020-21 in a series of online sessions that are designed to build cohesion across SDCE employees, build internal leadership and provide one-on-one support. Roma said she would appreciate any suggestions from Deans or others on ideas. Roma also refers people to both Laurie and Ingrid Greenberg for more information on professional development opportunities.

Laurie shared that many of the institutionally-supported conferences that SDCE supports often focus on and build leadership skills as well, and many people have been participating in these she will continue to share information on these kinds of conferences. Another area we focus on is Diversity, Equity and Inclusion topics. There are always gaps in this area and she invited others to comment. Veleka reflected that in her department, we seem to be losing attendance among African American populations and wondering what we can do to increase enrollment, as ECC is in the heart of a diverse population, for example, and asked how can we find out why this is happening, and how to we go out and get those students back, and keep them and get new ones? This a critical challenge to SDCE right now, as enrollment is crucial. We have to ask ourselves why this is happening, and how we can reverse this trend. We have done a lot of Town Halls, etc., but, she asked what the action steps are as an institution that can support these efforts? She suggested that our marketing could support students from diverse backgrounds if they were portrayed in our marketing, and to focus on outreach in terms of different ages, different populations, etc. We want students to feel supported and welcome in a diverse environment and not isolated.

Denise, who is a Counselor both at SDCE and at Mesa, shared that in many cases our local and regional high schools are not getting the information about us to their students. She suggested working more closely with local high schools to communicate. Jessica acknowledged how important these issues are, but wondered how it is directly related to 'professional development. Jan Jarrell, ESL Dean, gave a suggestion on how to infuse some of these ideas into our course work. For example, developing Project Based Learning lessons where students might do research and provide information related to these topics, such as how to get more student to come to SDCE. This could also be a professional development opportunity for faculty to support classroom practices put into actions the principle of equity and inclusion. John Bromma suggested that these kinds of areas could be brought to the ARC (Access, Retention & Completion) and Outreach Committees, where these issues are addressed more directly, and not as part of the Professional Development Committee purview. Diana Vera Alba, who is also the CAEP Faculty Coordinator, stressed the importance of working with our Unified partners and a way to reach out to students who could be at SDCE. We have partnerships with the Unified faculty and staff and she shared that the CAEP Consortium is looking for a Counselor to join her there as a coordinator. As part of her role in CAEP, she also supports professional development for the Unified faculty. This past December, the Unified faculty were invited to the FELI program for the first time, and reflected how valuable that was. Diana shares these opportunities regularly at CAEP.

INFORMATION	
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2.5 Action Item: Review Membership as time permits	
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INFORMATION	No time for this item
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2.6 Action Item: Lead reports as time permits	
INFORMATION	No time for this item
4. Adjournment Meeting 3:00 PM	

NEXT MEETING:

Monday Nov. 9, 2020 2:00-3:00pm

Minutes submitted by: Laurie Cozzolino