[Name of Committee]SDCE Professional Development Committee

MINUTES for [Day, Month, Date, Year]Monday Sept. 21, 2020   [Time]2:00-3:00pm   [Location]Zoom

Members Present:	• 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
Members not Present:	• Associated Student (1): Vacant • Classified Supervisor: Vacant • Classified Member: Vacant • Denise Munoz, Faculty • Holly Rodriguez, Faculty • Instructional Assistant: Vacant • Jackie Sabanos, Vice President, Administrative Services • Jan Jarrell, ESL Dean, Instructional Services, • Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness • Patricia Lopez, Classified Member
Guests:	None
Recorder:	Laurie Cozzolino

AGENDA

1. Call to Order [Time]2:05

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION	Agenda approved unanimously

2.2 Approval of [date] Meeting Minutes

DISCUSSION	
CONCLUSION	Meeting Minutes approved unanimously

2.3. ~~Information/Discussion Item(s)~~Action Item: Review of recommendations from SDCE Ad Hoc DE/Remote Workgroup: Laurie Cozzolino reported on a number of recommendations that were have been asked to review, many of them directly related to
professional development, and specifically related to our move to remote work and focus on teaching and learning in the online environment. Laurie shared a series of documents that summarized the recommendations from that Workgroup, including:

- Review and recommendation of Software Tools for SDCE to adopt for 2020-2021, including Pronto, Proctorio,

Canvas Studio, Cranium Café and Labster. The SDCE Ad Hoc DE/Remote Workgroup reviewed these tools and recommended all of them except for Labster, which seemed more for higher level since/lab courses. We can revisit any of the se in the future. Maureen emphasized how important Cranium Café will be for the student experience as it will serve as a student & staff hub for delivering services online, and SDCE Student Services is already beginning to integrate the tool. Additionally, the Committee reviewed the recommendations put forward to move ahead with the application to join the OEI-CVC.

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- Laurie presented a basic overview of OEI/CVC including the benefits related to adoption of the application. The final step will be with the Academic Senate to decide to support the submittal of the Application, which is the first step of many that will need to occur. It was pointed out that there would be substantial PD needed for these software tools that might be adapted as well other areas related to integration into OEI/CVC.
- We were also asked to review the item related to professional development for Classified Professionals. Laurie presented an overview of a number of professional development recommendations from Classified Professionals, based on a discussion group held in June 2020, where Classified Professionals shared their needs PD needs. Maureen pointed out the Classified Professional will also need training on student-facing software, such as Cranium Café and other apps/program.
- The PD Committee members voted to support all of these recommendations, which will be forwarded to Dean Jessica Luedtke for sharing with Leadership.

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2.4: Action Item: ~~3.1 [Information/Discussion Item]~~Lead Reports: Brief reports were offered by Leads, including:

- FELI Lead, Veleka Iwuaba, who shared that we were not able to have the ~~Spring~~ Summer 2020 FELI due to Covid-19 Shutdown. She also shared that developing a fully-online FELI is a challenge, and at this point in time, there are no confirmed plans for a Fall FELI. Veleka will report back on this if there are changes.
- Roma Weaver, Passport to Success Co-lead reported that there will be a relatively small group of faculty and staff who will participate in a pared-down onboarding program. Roma added that resources are more scarce this year. It was acknowledged that even if it is smaller and less robust than in the past, it is critical to continue this on some level, so we can continue with it into the future. Special thanks to VPI Michelle Fischthal for continuing to support this important institutional project into the future. We know that conditions will improve over time, and keeping this going is essential. Roma also reported that after the shutdown, she and Rachel partnered with Ingrid Greenberg and Brian Palmiter, DE Leads, to develop a mentoring program that focused on faculty who were in the SDCCD Online Certification/Canvas course and needed extra support. They developed the trainings and resources for faculty from the end of Spring and moving into Summer.
- We also welcomed Lisa Carulli, who will be the new Chair of the Diversity, Equity & Inclusion Committee for 2020-2021. She will replace Linda Osborn, who is now in the position of Dean for Emeritus & Child development. Lisa just got this assignment, having been a member and supporter of the DEI Committee for many years. We welcome her to our Committee and look forward to hearing about PD projects related to DEI in the future.

INFORMATION	

~~3.2 [Information/Discussion Item]~~**2.6 Action Item:** Summary of Institutional PD Agenda/Identify Gaps: No time for this activity. It will be placed on October 12, 2020 Meeting Agenda

INFORMATION	

2.7 Action Item: Review Membership: No time for this activity. It will be placed on October 12, 2020 Meeting Agenda~~3.3 [Information/Discussion Item]~~

DISCUSSION	
CONCLUSION	
Action Item [who?]	

4. Adjournment Meeting ~~adjourned at~~ 3:00 PM~~[Time]~~

NEXT MEETING:
~~[day, month, date, year] - [time]~~
~~[Location]~~ Monday Oct. 12, 2020 2:00-3:00pm

Minutes submitted by: Laurie Cozzolino Minutes approved: 10/12/20 Quorum
~~Minutes approved:~~