

SDCCE Professional Development Committee
MINUTES for Monday Sept. 13, 2021 2:00-3:00 PM Via Zoom

Members Present:

- Laurie Cozzolino, Flex/Professional Development Coordinator, Chair
- Jessica Luedtke, Dean, Planning, Research & Institutional Effectiveness
- Diana Vera-Alba, Faculty
- Roma Weaver
- Veleka Iwuaba, Faculty & FELI Lead
- Holly Rodriguez, Faculty
- Linda Osborn, Diversity, Equity & Inclusion Chair
- Lisa Carulli, Faculty
- Dean, Student Services, Maureen Rubalcaba
- Denise Munoz, Faculty
- Patty Lopez, Classified Professional
- Jan Jarrell, Dean, Mid City Campus/ESL Program

Members Not Present:

- John Bromma, Faculty/ AS President
- Jackie Sabanos, Vice President, Administrative Services

Guests: None

Faculty Recorder: Laurie Cozzolino

Quorum:

Subject to the Brown Act

AGENDA

1. Call to Order 2:02 PM
2. Review Agenda; Approval of Minutes
- 2.2 Approval of Agenda: Agenda Approved
- 2.3 Action Item: Jessica Luedtke provided a comprehensive review and requested input on the SDCCE Draft Institutional Goals & Objectives. Jessica provided an overview of the planning process, as we are working on developing and refining institutional goals and objectives on an on-going, cyclical basis. Our last Strategic Master Plan is closing out the cycle this year. Concurrently, we're developing new goals and objectives and planning that we will be using within our units this Fall, and these will also go into our Institutional Strategic Master Plan, which will start next year. Jessica explained that we are in the middle of closing out one cycle; reporting on how we did in that cycle; and then, planning a whole new cycle. The first step is to create high level Institutional Goals that will give us direction for the next 7- 10 years, as well as creating objectives, which are also on a high level, but could also involve some shorter term goals and objectives, and could also be on-going projects. All of the units/department will also do their own institutional/strategic planning. Jessica added that we will be able to look at these new Institutional Goals & Objectives on an Institutional level. She also shared that last Spring, the PRIE office led an effort to get input from various groups at SDCCE with 5 employee planning sessions over 17 breakout groups with over 125 participants (and most participants went to more than one session). The work focused on identifying critical planning needs that employees felt were very important for moving forward for the institution. This process included:

- Surveys were sent to students and community members and that while the Community Survey that had limited results, the student survey had 45% response rate, which is a great result that we don't usually. One successful practice was that we leveraged technology and sent out these surveys online in CANVAS and the surveys were translated into Spanish, with a bilingual survey translation, which improved accessibility for students.
- The data was synthesized and refined within the PIE Committee, developed into institutional objectives. They were able to identify gaps that had been spoken to the meetings, but were important institutional initiatives, some that are ongoing or will be in the future.
- They also spent time over the summer 2021 with the Management Group, including individuals and one-on-one meetings and met with Executive Leadership/Managers and Program Directors
- They looked at student data, and did an environmental scan to help inform further refinement
- Now they are bringing it back out to the Institution to share, including to constituent groups such as Academic Senate, Classified Senate and the PD committee as well as the other Participatory Governance main committees.
- Jessica pointed out that there are now 6 institutional goals and about 9 objectives, and is a 7-10-year plan, giving us more time to work on them. The 6 areas include: #1: Student Enrollment and Programming to grow enrollment /#2: Student Experience and Pathways/#3: Diversity, Equity & Inclusion/ #4 Organizational Effectiveness, which speaks to support for employees /#5: Partnerships/#6: Stewardship of Resources
- Some of the same as last round and others are new. As related to Professional Development directly, we can see that PD can and will support these broader areas as we share information, identify areas where training and support is needed, identify resources to provide relevant training and activities that support each of these objectives that come from the unit strategic plans.

PD Committee Members shared on these topics:

- Holly Rodriguez & Veleka Iwuaba shared that the institutional objectives are good, but a key areas of concern is creating or growing enrollment through partnerships. Enrollment processes still need a lot of work before we start to do more outreach or try to grow the programs even more. Jessica agreed with this, and they are currently working on this with a needs assessment to build a system of enrollment management with institution wide collaboration- so all folks being involved, and processes and practices being improved. Jessica shared that there are limitations on what we can control as an institution, as opposed to things that the SDCC District is leading, for example, that we can get our own side as clear as possible, that will help. Another important area is #4, Organizational Effectiveness. This is related to identified needs for creating better systems of internal communication, for example. The good news is that our current President, Kay Boger, has offered to take the lead in this area, which is a great opportunity having her in that role.
- Maureen Rubalcaba asked about the enrollment management processes specifically and asked what Office might work on that? Jessica said it would probably be the VPSS/VPI as leads and/or for PRIE to work with District to build out a new enrollment management system. PRIE would be supporting those efforts by providing data that are enrollment-related and having projects on a smaller scale that tend to be ad-hoc. The needs assessment will provide access to more and better data now that our research database has caught up to the PeopleSoft changes, and there may be a consultant from the outside, to take a look at processes and suggest recommendations. Maureen added that as the Outreach Coordinator, there is a lot of messaging and outreach, and even they can't do some of these processes, so to have something streamlined and coordinated, and to understand the outcomes of a needs assessment would be good. She reflected that change is hard for a lot of people, and we will need some training attached to these areas.
- SDCCE Managers spent the majority of their timeline over this past spring/summer and also provided valuable input. The 'enrollment management' piece was where most of the Managers came together on and were most interested in, including instructional, student services and PRIE as well.
- Jan Jarrell commented that will need to be a lot more strategic about how/where we offer classes, as we know that even though some programs have thrived online, overall, we are down up to 50% enrollment. We may bring back face-to-face classes, but maybe not where they were offered in the past; the need for a face-to-face may be in a different neighborhoods and different locations. We might not offer as many of them, but we

need to be more strategic and based on community needs, and try to figure out how best to serve the community, as we are in this transition process.

- Veleka agreed, and pointed out that some students love being online, which is evident because ABE/ASE is growing, but, we also know we weren't able to access the people who didn't even respond to the access to the devices that can support an online learning environment. These are things that we definitely have to keep in mind and try to find ways to connect with those students.
- Jan agreed and shared that if we had more resources, we could really start to document the needs more fully. For example, because Mid City is essentially open, we are getting most of our inquiries about our about ESL but we do get inquiries about HSD/ASE as well. There is a lot of work to be done to figure out how we're going to 'show up' in this post pandemic world.
- Jessica invited PD Committee members to share anything else with her in the next few days, as the final version will be going out soon.

2.4 Action Item: SDCE Professional Brief Plan Update: Laurie shared the 2020-2021 SDCE Professional Brief which the PD Committee developed last year. It is time to re-visit the document. Last year we had many of the activities that we had planned, and these were reported to leadership and also shared with the PD Committee members. Maureen shared that her program area also did a lot of PD work which may not have been reported, and will share this with Laurie to add to our data. Many activities will continue and we have the opportunity to make updates and changes this year as well. There was a brief discussion on some of the activities including some new projects, for example, the Professional Development Sub-Committee for Classified Professionals will be meeting soon to plan PD and we hope to roll out more PD for Classified Professionals this coming year. We will also be offering some PD related to Mental Health support which is also being offered for Faculty at a different date. Laurie will send over a copy of the PD Brief from 2020-2021 after the meeting, asked members to take some time and review the current document and be ready to make some suggestions at the next meeting set for Oct. 11, 2021.

2.5 Action Item: Member Report Outs:

- Linda Osborn, DEI Committee Chair, shared that there should be funding for both the SDCCE Book Club as well as some funding for the 2022 NCOE Conference
- Diana Vera-Alba, ESL Faculty shared that she has some new duties, as the new OER (Open Educational Resources) Coordinator, where she will be offering trainings and developing resources for faculty to access in for their classrooms. One focus is to share how faculty can license their own work as an OER, attribute their work, and Diana will be developing a CANVAS space to share these no-cost materials that are easily accessible for all faculty and staff. She may have some Friday afternoon sessions to share these resources, and also have open office hours, where people can drop –in, ask questions, and she can help them out with finding materials, learning how to navigate the Shell that she is creating, where these resource will be housed. This is an excellent Professional Development project and we will look forward to more info on this.
- Roma Weaver: Passport to Success, with leads Rachel Rose and Roma Weaver, will be starting back up in in November this year, and they are doing some recruitment with new hires. Roma will continue to provide updates.

Meeting adjourned at 3 pm

2021 Meetings: 2nd Monday of each Month, 2-3pm

- Oct. 11, 2021
- Nov. 8, 2021
- Dec. 13, 2021
- Jan. 10, 2022
- Feb. 14, 2022
- Mar. 14, 2022
- April 11, 2022
- May 9, 2022