GROSSMONT COLLEGE
Professional Development Committee
September 20, 2023
2:00 p.m. – 3:30 p.m.

MINUTES
Join Here: https://gcccd-edu.zoom.us/j/83701936800

Purpose: The Professional Development Committee carries out planning and evaluation of professional development programming which enhances the college's readiness to achieve its strategic goals and mission. It also supports the institution's continuous improvement and its diverse personnel. The committee identifies emerging trends from annual unit plans and program review to inform professional development.

CO-CHAIRS (Voting Members)	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (Voting Members)	ADVISORY (Non-voting members)
☒ Victoria Rodriguez, Co-Chair	☐ VACANT	☐ Marsha Gable
☐ Classified Rep, Co-Chair	☐ VACANT	☐ VPAS
		☐ Agustin Albarran

ACADEMIC SENATE (Voting Members)	CLASSIFIED SENATE (Voting Members)	ADMINISTRATORS' ASSOCIATION (Voting Members)
☒ Brenda Edgerton-Webster	☒ Theresa Apodaca	☒ Renee Nasori
☐ Tracy Hardin	☐ VACANT	☐ VACANT

EX-OFFICIO (Voting Members)	RECORDER (Non-Voting Member)
☒ Sharon Sampson / ☐ Taneisha Hellon	☒ Graylin Clavell
☐ Karen Hern	
☐ Ernesto Rivera	
☒ Adela Powers	

ROUTINE BUSINESS	
1. **Welcome / Public Comments**	The meeting began at 2:06pm with introductions. Dr. Rodriguez announced that the Professional Development Committee will be adding a student rep and faculty rep but it is unconfirmed who. Also, the committee is still in need of a classified and administrator rep.
2. **Additions/Deletions to Agenda**	Dr. Rodriguez has a couple for the informational items but if we do not get to them today they are in today's power point.
3. **Approve Meeting Notes**	Did not meet quorum so the minutes from the last meeting will be reviewed and voted on at the next meeting in October.

NEW BUSINESS	
4. Review & update committee norms	Dr. Rodriguez went over the current meeting norms with the committee. Dr. Rodriguez would like to keep the suggestion from 10.19.22 to remove acronyms and be clear on language to provide the clearest information for our student representatives. Dr. Rodriguez shared the link to the norms in the chat. For any suggestions please find the link below: https://gcccd-my.sharepoint.com/:w:/g/personal/victoria_rodriguez_gcccd_edu/Eeb_hFUeZIdNhP13D95PUgYBKB6_HYnPvOvc8LRRSy3aZQ?e=XCIQnn Dr. Rodriguez suggested no "No reports" on constituency report outs be added as a norm.
5. Report out on Aug. 1ˢᵗ Governance Refresher	Dr. Rodriguez led the recap of the August 1, 2023 Governance Refresher Retreat which included all of the co-chairs of all the governance committees and was supported by two consultants. The retreat covered numerous items of governance including the process of governance, how it should work, what has been going well, and what hasn't. The four priorities on how to improve Grossmont College's participatory governance was determined from the retreat and governance survey and they are listed below: **Priorities from the Retreat:** 1. **Communication** – Ensuring that we are relaying information efficiently to our constituent groups and responses are collected and returned. 2. **Participation** – President Whisenhunt will now be the convener of the apex body, College Council. Other suggestions will be to work with ASGC on a couple of things to ensure more student participation 3. **Training –** More training is needed and will be conducted every flex week (fall/spring) as well as training for student representatives and co-chairs. This committee might look at feedback surveys and provide the data and recommendations to College Council on this training. 4. **Overall Campus Engagement –** Finding outlets to provide campus wide notifications and Informational sessions for all constituent members.

6. **Review committee responsibilities & roles in governance handbook**	Dr. Rodriguez reviewed the Professional Development Committee responsibilities detailed in the Governance Handbook with the committee. Governance Handbook: https://www.grossmont.edu/faculty-staff/participatory-governance/college-council/_assets/pdf/2023/feb-2023/gc-handbook-final-version-draft-feb15.pdf#search=Participatory%20governance The information shared included the following: - Role of the constituency rep and what they are responsible for, which is reporting back to their respective constituency groups and ensure that there is two-way communication; - Length of service; - Role of the proxy; - It is required by law AB 1725 that we need to have participatory governance, and that participating is helping ensure we meet the law. If you are unable to fully participate please inform Dr. Rodriguez, Graylin, or your Constituency leadership know. Sharon suggested modifying the language to address chronic absenteeism to make it more equitable language such as "please follow up with members that are not fully engaged" instead of using unethical or legal terms. It was suggested that for this committee specifically it is alright for reps to miss 1-2 meetings if needed (vacation, out sick, etc.), but with only a limited number of meetings per semester it would be best for the constituent to look to find a member that can attend the majority if at all possible.
7. **Review governance vs. non-governance topics document**	Dr. Rodriguez reviewed the "Governance Topic Issues" document which reviews what participatory governance is and what it is not for members to have a better understanding of their work in their respective committee. The document also has some guiding questions to help members better understand on questionable discussion and decision matters. **ACTION:** **Dr. Rodriguez would like to the committee members to vet this document "Decision Making Process" with their constituent members and bring back any and all feedback.** Please find the link to the document which is named "**Governance Topics Issues**" on the One Drive Folder: https://gcccd-my.sharepoint.com/personal/victoria_rodriguez_gcccd_edu/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fvictoria%5Frodriguez%5Fgcccd%5Fedu%2FDocuments%2FPD%20Committee%2F9%2D20%2D2023%20PD%20Committee%20Meeting&ga=1

8. **Preview committee work & goals for 23-24 academic year**	Dr. Rodriguez shared the Proposed Committee Work and Goals for 2023-2024. These goals can be changed and/or modified as the committee sees fit.

	1. Equity-Minded Professional Development
	   • Equity-minded PD an identified priority for Student Equity Plan, SEM Academy Team, Guided Pathways Work, and College Strategic Plan
	   • 2 Operational Efforts:
	     Virtual Grossmont Learning Center (VGLC). This version will be online as we do not have a space identified for Grossmont's Teaching and Learning Center just yet. It will be a hub of resources for all employee constituent groups. Professional Development topics on this include:
	       o Participatory Governance
	       o Onboarding
	       o Budgets
	       o Pedagogy
	       o Culturally relevant pedagogy and practices
	       o Syllabus redesign
	       o Public Speaking tips
	
	     Faculty Equity & Innovation Institute (FEII): This will be a year-long cohort based institute for faculty that focuses on them learning how to implement culturally relevant pedagogy ad practices in their classroom.
	
	     Our committee will support these efforts by consulting with, providing feedback, and making recommendations to these new programs. Dr. Rodriguez will ensure this committee receives regular updates about the progress for both the VGLC and the FEII as well as provide updates and feedback.
	
	2. Review PD-related data (wellness survey, NACCC, PD event feedback, AUP resource requests, etc.)
	
	   a. An [employee wellness interest survey](#) has been going around and is available until September 30. Please fill it out if you have not already done so. Please share with your constituencies. We might be able to review the results of this survey at our October meeting.
	
	   b. NACCC survey, which was focused on racial campus climate, results came back and were disheartening. A lot of staff on campus have experienced either racial micro-aggressions or flat out discrimination. This committee will review this data.
	
	   c. [PD Event Survey results](#)

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d. Resource Requests specifically for professional development: This committee can see if any requests have been submitted for professional development. With this data this committee would then create a Professional Development Plan for the 2024-2025 academic year.

e. Timeline of data review:
  i. October: Review Employee Wellness Survey Data
  ii. November: Review NACCC Survey Data and resources provided by USC Race and Equity Center
  iii. December: Review PD Events Survey Data
  iv. February: Review AUP PD Requests and identify key needs

3. Draft PD plan:
  a. March 2024-May 2024: Draft a Professional Development Plan

Renee suggested that the Professional Development Committee promote department PD offerings college wide and early on. Also, having multiple sessions of the same trainings at different times and days to accommodate more employees.

PD Trainings: CPR, disaster preparedness, and mental health

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OLD BUSINESS	

9. Review committee work from 22-23	PD Needs Assessment results from SP23 and 22-23 PD Offerings
	
	• In 2021-2022, developed a PD plan based on needs expressed in AUPs but workshops were consistently not well attended
	• In 2022-2023 focused on trying to better understand barriers to participation & PD interests
	• Developed a PD Needs Assessment Survey: https://gcccd.co1.qualtrics.com/jfe/form/SV_5dWxMpOVs86W4l0
	• Link to results: PD Needs Survey Results.pdf
	  • Very few administrators participated
	  • 15 faculty and 14 Classified Professionals participated
	• Did discuss that we wanted to focus on the following items this year, that were identified as barriers (from November 2022 meeting notes)
	• Clearinghouse of Funding Opportunities that specifically target Professional Development
	• Best-practice Commitment from Administration to "Be the First"

INFORMATION	
10. PD Fund Applications	**ACTION: Please share with your constituency members of the PD Fund application which provides a max of $500 of financial support to go to a specific training.** We could raise the amount to $700 per person but would serve less people. This fund provided $3870 in the Spring 2023 semester. At $500 per person we can only serve 60 people. **General funds cannot be used for food.** Travel ban to 26 states recently lifted. These funds are limited to assist in funding for trainings off-campus. **Please share the link to the website below with your constituents:** https://www.grossmont.edu/faculty-staff/professional-development/forms.php

COMMITTEE REPORTS	
11. FPDC	No report out.
12. Classified Senate	No report out.
13. Admin Assoc.	No report out.

FOR CONSENSUS	

FOLLOW-UP		
Who	**Item**	**Timeline**
Reps	Governance vs. Non-governance topics document	Share with constituency for feedback & approval. Report back on 10/18
Reps	PD Committee Work & Goals for 23-24	Share with constituency as an information item
Reps	Share information item on PD fund application	Share with constituency as an information item

NEXT MEETING: Next meeting – October 18, 2023, 2:00-3:30PM

Zoom information:

Join from PC, Mac, Linux, iOS or Android: https://gcccd-edu.zoom.us/j/83701936800