GROSSMONT
COLLEGE

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Professional Development Committee
February 15, 2023
2:00 p.m. – 3:30 p.m.

Meeting Summary
Join Here: https://us06web.zoom.us/j/82550929743

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, Chair	☐ Kayla Moreno	☒ Marsha Gable
☒ Brenda Edgerton-Webster, Faculty Co-Chair	☐ Jenine Smith	☐ VPAS
		☒ Marshall Fulbright

ACADEMIC SENATE (Voting Members)	CLASSIFIED SENATE (Voting Members)	ADMINISTRATORS' ASSOCIATION (Voting Members)
☒ Brenda Edgerton-Webster (faculty co-chair)	☐ Shardai Zaragoza ☒ Proxy: Graylin Clavell	☒ Renee Nasori
☐ Sarah Dunn	☒ Theresa Apodaca	☐ Heriberto Vasquez

EX-OFFICIO (Voting Members)	RECORDER (Non-Voting Member)
☐ Sharon Sampson / ☒ Taneisha Hellon	☒ Bernadette Black
☐ Karen Hern	
☒ Ernesto Rivera	
☐ Training Assistant TBD	

ROUTINE BUSINESS	
1. Welcome / Public Comments	Victoria welcomed everyone and members shared a fun activity they experienced during the break.
2. Additions/Deletions to Agenda	No additions or deletions were made.
3. Approve Meeting Notes – 11/16/22	The 11/16/22 meeting notes were approved.

NEW BUSINESS	
4. Overview of PD Calendar for Spring 2023	Victoria shared a calendar of all professional development activities for the semester. Last semester, we developed a PD calendar by looking at PD needs that were included in the AUPs. The activities this semester are more of the same themes with some repeats from last semester. Victoria, Sharon, and Taneisha met with the Classified Senate eBoard about specific needs that classified professionals might have, and one need was public speaking and tips for overcoming fear and anxiety with not only speaking up in presentations but also at meetings. She connected with a faculty member in Communication, Dr. Michael McHan, and he will be offering three workshops over the course of the semester. Another need from classified professionals was community building so there are various activities scheduled throughout the semester to meet that need. Other PD activities included the book club, workshops on mental health and wellness, THRIVE series (employee retention program), undocually training for A&R and financial aid, counseling PD with Puente, Safezone training, and Equity Leadership Institute with Dr. Tia Brown McNair. Instead of having several technical workshops, Victoria stated they are going to collaborate and do a better job in promoting workshops that Dawn Heuft already hosts. Marsha suggested adding a PD training on working with student veterans, such as Vet Net Ally training. Brenda stated that we also need to figure out a way to accommodate part time faculty and staff members' participation by adding a supplementary access through Zoom options. Victoria noted that they are working on developing a Canvas container that will include recordings and materials from workshops so everyone can review at a later time, while also providing live access. Flyers will be sent out for the series once events get closer.
5. Collaboration between JEDI & PD Committee	Justice Equity Diversity and Inclusion (JEDI) is a subcommittee of the Academic Senate. Brenda gave an overview, which included a report on equity showcase; methods to infuse teacher training throughout the semester; and methods to market/publicize in collaboration with the PD committee. In terms of the equity showcase for spring 2023, there were 10 topics available but the way it was set up, the most one can do was about 4 topics at 15 minute intervals, which means that more than half that were available was inaccessible. We need to look at how we can do a better job with showcase and accessibility to non-attendees. They also started to think about methods to infuse teacher training throughout the semester. This fall, there will be a compressed calendar so we have to look at how to schedule training and developing a Canvas shell as a resource database. JEDI is hoping to liaise with other committees to provide a resource database for faculty to access. There was also the idea of Nouveau Gateway course engagement periods. There used to be an exchange available between classes so they want to recapture that. They are also looking at methods to market in collaboration with the PD committee, and one suggestion was for Academic Senate presentations be carved into the agenda; department chair presentations; and digital commercials.

| 6. Nuventive Resource Requests & KPIs | *Updates from Dr. Joan Ahrens, co-chair of PIEC*
Joan stated that as part of the AUP, individual units can submit resource requests (staffing, technology, research), and part of that process also includes professional development requests. Joan will be embedding all resource requests in the AUPs in Nuventive which is our data collection system for SLO data, academic program review, and our annual unit planning. The process for collecting data and distributing to the prioritization committees has been labor intensive for the CPIE office so Nuventive will integrate everything into the system. This will also allow people to upload their resource request once instead of multiple times.

A draft PD resource request form was developed. Victoria shared the proposed professional development topic or themes on the request form which included:
How would this proposed training support the college's vision, mission, strategic goals, student equity plan, or guided pathways work?
Do you envision that the proposed training would be facilitated by in-house experts or outside consultants?
What format would you prefer for the proposed training? Examples: in-person, via zoom, hybrid, one-time session, workshop series, etc.
Any other additional information or ideas that you'd like to share that might help the PD Committee make a decision regarding your proposal?
The committee was asked to review the form and to provide feedback as any changes will be made in Nuventive over the summer. Joan added that they are asking the requestors to tie their request to strategic goals and objectives as that will help us assess how well we are meeting those goals and objectives.

KPIs
Joan reviewed the KPIs that came out of PIEC which looked at strategic goals and objectives throughout the student journey. The points in the student journey included connection and enrollment; learning progress; momentum; completion; and employment/earning. She reviewed some of the data with the group and noted that more details will be provided at the annual planning forum on April 14th.

The strategic objectives included:
Increase equitable access Increase course success rates and close equity gaps Completion of transfer level English and math Units attained Increase term and annual persistence rates Increase completion rates and close equity gaps Joan added that this data informs us on what we need to do to help improve course success rates, course retention rates, and completion of English and math. The work that we do on campus should be geared towards increasing student success, retention, and completion. Joan asked that this be taken back to the constituent groups for feedback. |

OLD BUSINESS	
7. Breakouts to draft PD survey questions	The committee went into two breakout sessions and provided input on the draft PD survey questions. • What areas of PD should be offered? • What are common barriers to attending PD opportunities? • How would people like to receive information on upcoming PD events? • What type of PD would you like to see? • What modality do you prefer for PD? Victoria will take this information and put it into the survey software and forward to the committee for review. Once approved, she will send it out to the campus with the goal of receiving feedback before the next PD meeting.

INFORMATION	
8. Funds for PD Training	Victoria shared the draft application procedure for professional development travel funds noting that she's waiting for approval from President's Cabinet. Funding was frozen during the pandemic and this process was stopped. There are now funds available for employees to request up to $500 to attend a conference, training, or workshop that contributes to their professional development. There is $30,000 budgeted for this academic year which ends up allowing 60 people to submit a request. Once Victoria receives the approval from Cabinet, she will then start advertising this opportunity to the college community.
9. USC Webinar	Communicating Progress on Racial Equity Goals & Commitments Thursday, March 2nd 9am-noon www.uscrec.info/equityalliance12 This webinar is part of the USC Alliance and will be recorded for people to access later.

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

FOR CONSENSUS	

	FOLLOW-UP	
Who	**Item**	**Timeline**
Committee	Constituent groups to bring the KPI matrix to their groups for feedback.	
Victoria Rodriguez	She will take the information received from the draft PD survey and compile that into their software system for the committee's review.	
Committee	Constituent groups to share the date for the annual planning forum (April 14).	
Committee	Constituent groups to share information out about the USC webinar.	

NEXT MEETING: Next meeting – March 15, 2023

Zoom information:

Join from PC, Mac, Linux, iOS or Android: https://us06web.zoom.us/j/82550929743