

Professional Development Committee

MINUTES

MARCH 1, 2021, 2:00-3:00 P.M.

Via Zoom Link, <https://cccconfer.zoom.us/j/993146885>

Committee Members Attended: Jay Danley; Ernest Guillen; Rania Hamdy; Suzi Mattson; Melinda Moneymaker; Dolores Moreno; Dena Peters; Matthew Robles; James Smith; Johnny Roberts; Elizabeth Larivee; Carmen Rodriguez.
Guests:

Agenda

Consent Agenda 9

Other Business 6

Consent Agenda:

GUIDELINES for considering and approving conference requests submitted to the Professional Development Committee:

The Professional Development Committee has approved funding for conferences and seminars **up to \$750 per year per full-time employee** for professional development for the 2020-2021 academic year.

A maximum of **\$1,000 will be available per conference or workshop for up to two (2) or more people** applying for the same event. Funding is available on a first-come, first serve basis.

Adjunct employees may be funded for up to a maximum of \$500 per year for professional development during COVID-19 remote working from home.**

Presenters are entitled to additional funding up to \$200.

Any employee who receives funding may be requested to share gained information with the campus community.

**Updated 3/1/2021

Rania Hamdy brought forth an event taking place that may benefit a group of faculty and would like to propose to fund up to 20 people to attend the Online Teaching Conference 2021. Information is below. Currently, there are seven conference requests submitted; waiting for others. Deadline date to submit requests to attend is March 31st, in order to meet early bird cost of \$150 per person deadline date of April 14th. **Suzie Mattson motioned to approve this request to fund a group event up to 20 people; Beth Larivee 2nd the motion. Approved by general consensus.**

Name: Nori Sogomonian, Humanities Faculty, FT*

Activity: Online Teaching Conference 2021

Sponsor: California Community Colleges: Tech Connect

Dates: 6/21/21 to 6/23/21

Location: Online

Purpose: To gain online teaching strategies to practice and implement in the class. The value is a better prepared online teaching faculty and to enhance and improve student success.

Costs: Reg: \$150 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$150

***This is a request for several employees to attend the same event. Additional names are listed below:**

***Davena Burns-Peters, Faculty**

***Lisa Henkle, Faculty**

***Margaret Worsley, Faculty**

***Leticia Hector, Humanities Dean**

***Yon Che, Faculty**
***Maria Ortiz, Faculty**

Rania Hamdy raised the issue of conference activities offered via Professional Development and employees completing the [Travel/Conference Request Form \(District\)](#). Discussion ensued and the committee agreed that when emails are sent out advertising professional development related activities to include as attachment the [Travel/Conference Request Form \(District\)](#) for employees to complete and process per current policy/procedures. Discussion also ensued on employees attending events held for more than one day—current PD policy is an activity is held for more than a half-day, employees need to complete the

Melinda Moneymaker motioned to approve this request; Beth Larivee 2nd the motion.

APPROVED by general consensus for \$297 funding per the committee guidelines.**

Name: Guizhi Ding, Kinesiology, Faculty, PT

Activity: Cultivate A Tai Chi Mind & Life

Sponsor: Ken Cohen, Harvard Medical School

Dates: 2/3/21 to 3/17/21*

Location: Online

Purpose: This is a seven-week online course. This will improve the knowledge of current Tai Chi and Oigong research, findings, and improve teaching skills.

Cost: Reg: \$297 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$297

***Employee attended event prior to requesting PD funding; for funding consideration after the fact.**

Carmen Rodriguez motioned to approve this request; Jay Danley 2nd the motion.

APPROVED by general consensus for \$335 funding per the committee guidelines .

Name: Dave Bastedo, Biology Faculty, FT

Activity: HAPS 2021 Virtual Annual Conference

Sponsor: Human Anatomy and Physiology Society (HAPS)

Dates: 5/23/21 to 5/26/21

Location: Online

Purpose: Network with anatomy and physiology faculty to obtain ideas for improvement of instruction and online learning.

Costs: Reg: \$335 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$335

Review and Approve Minutes – February 1, 2021: Minutes were approved as written by general consensus.

Budget Update

- **Reimbursement for Marcia Alfano-Wyatt for 2019-2020 Activity—Dena:** This item came to the committee as an appeal from employee who never got reimbursed. In light of circumstances surrounding this employee inquiry, the committee has agreed to a one-time reimbursement exception using current fiscal year funds. **Ernest Guillen motioned to approve this item as noted; Carmen Rodriguez 2nd the motion. Approved by general consensus.**
- ****Proposal to fund full amount for Adjunct employees over \$250 not to exceed \$500 during COVID-19 remote working from home—Dena:** This item was reviewed and discussed by the committee as proposed. **Dena Peters motioned to approve; Suzie Mattson 2nd the motion. Approved by consensus.**

Campus Climate Survey Review – James Smith: James and research staff preparing to distribute this year's campus climate surveys, starting with students and faculty. Manager and classified staff surveys are done in the summertime. He is taking these surveys to the committees to review and get feedback before sending out. It's time to revise the way we do things, looking to update and revise campus climate surveys, in particular for this meeting, those questions that relate to professional development. James proposed to send out draft surveys for the committee to

review and bring any recommendations to refine and improve the surveys to the next committee meeting.

While browsing through the surveys posted on the research website, found that the Professional Development survey has not gone out since 2014. A review of that survey we should revive and bring this survey back up-to-date. This survey should go out annually.

Also, James mentioned the professional development calendar, another item to look at, refine and improve.

Professional Development Activities:

- **COVID-19 Forums:** Rania working with Tatiana Vasquez and these forums are up and running now.
- **SOULstress Oasis:** Ernie Guillen noted these events are going well, and thanked Rania for her help to keep this event going.
- **Vision Resource Center (VRC)/Flex Tracker:** Rania and James in sharing the VRC with others in various meetings, many are still not aware of this valuable resource. Flex Tracker has not been integrated into the VRC and so Rania is going to develop a demo video on accessing the VRC. This should help to advertise this training resource.

Committee Reports: Committee members reported out things going on in their areas, e.g., tournament host for spring, public speaking debate; education master planning for the campus and district, campus climate surveys; Black History Month, graduation, LFSAA, mental health workshop, tournament, PUENTE events; book discussions; Applied Tech and new faculty process, distance ed training; high school recruitments, online communication class for DSPS; grad petitions, phone bank to students who did not attend spring semester, Guardian scholarships, Share Your Story; communication of practice meetings, update ethnic studies and African-American literature courses; passing of Pastor Mack; Guided Pathways template on new mapping, video to guide the process>

Other:

Committee Charge: *The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee is responsible for planning, programming, and the communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty on the committee also serve as advisory to the sabbatical leave committee and the campus flex committee. (1st and 3rd Mondays, 2:00–3:00)*