



Professional Development Planning Committee

Second Tuesday of the Month

September 10, 2024

12:30pm to 1:30 pm

Location: 13-337

[Professional Development Plan 2024-27](#)

Agenda: [9-10.docx](#)

Minutes

Cañada College Land and Labor Acknowledgement

Discussion on Committee Membership and Roles

- By-laws- [Professional Development Planning Committee draft 24.docx](#)

Members

- Classified Senate representative
 - Tri-chair classified rep needed
- Distance Education Representation
- Faculty Flex Day Coordinator
- Faculty Equity Coordinator
- Teaching and Learning Coordinator
- Counseling Faculty Representation
- Administrators
 - Director of Equity
 - Dean ASLT
 - Dean Faculty Professional Development
 - Vice President Administrative Services

Leadership Retreat update

The leadership retreat emphasized professional development from an equity lens, comprehensive onboarding, and evaluating academic support programs.

- The leadership retreat focused on professional development from an equity lens, comprehensive onboarding for all new employees, and transforming college participatory governance processes from an equity perspective.
- The need for equity-minded evaluations of academic support programs is emphasized, with a goal to ensure all support programs are evaluated for their equity impact.
- The importance of having an online and in-person process for ongoing orientations and mentorship is discussed.

- The alignment of these focus areas with the EMP's professional development goals is highlighted.

Goal 2: Equity-minded and Antiracist College Culture

2.7 - Provide comprehensive on-boarding for all new employees

Staff: Trainings (IEPI)

[Faculty Orientation Process.docx](#)

Admin: [Onboarding Materials](#)

2.10 - Transform college participatory governance processes

2.14 - Evaluate academic support programs and practices

Classified Senate and Professional Development Committee Representation

- Roslyn Young discusses the role of Classified Senate and the need for classified representation in the bylaws.
- The importance of having classified representation in the Professional Development Planning Committee (PDPC) is emphasized, with plans to address this in future meetings.
- Jacky Ip, Vice President of the Classified Senate stepped from being tri-chair of the Professional Development Planning Committee (PDPC). While waiting for approval, she'll still attending meetings, and someone has expressed interest in becoming a tri-chair. Having classified representation in this role is important
- Efforts are underway to align classified professional development (PD) funding with faculty reimbursement, increasing the classified PD allocation to \$2,500 for conferences or tuition. This proposal was raised with the chancellor and has support. A one-year pilot is being initiated to assess its impact, and you're coordinating with the VPA team on the budget.
- The revised PD application process for classified staff is also being developed, including updates to forms, which will be shared once finalized. There is need for new leadership to encourage colleagues who may not realize their voices are needed to get involved in these opportunities.
- The reimbursement process for classified professional development is being revised, and updates will be shared in future meetings.

Flex Day Planning and Feedback

- [Draft October Flex Day Agenda](#)
- [Feedback Summary from August and October](#)
- Ellen Young shares feedback from past flex days, noting high satisfaction with presentations and a need for more classified professional development.
- The upcoming October 9 Flex Day agenda is discussed, with a focus on ensuring it is not too faculty-heavy and includes more classified workshops.
- The importance of having a balanced agenda that includes wellness, mindfulness, and community-building sessions is emphasized.
- The need for more mindfulness and wellness sessions for both counselors and faculty is highlighted, with plans to explore options for hosting such sessions.

Classified Senate and District Training Participation

- The need for Classified Senate to gather data and propose sessions for future flex days is discussed.
- The importance of leveraging district-provided training sessions for classified staff is emphasized, with plans to reach out to the district for more sessions.
- The challenges of district-wide flex day activities being canceled due to technology issues are noted, and need to follow up on this.
- The need for better communication and coordination of professional development activities across the college is highlighted.

Faculty Orientation and Mentorship

- Doniella provides an update on the faculty orientation, noting the participation of **18 new faculty members** and the setup of **eight mentorship teams**.
- The importance of streamlining the orientation process to ensure new faculty are well-prepared for their roles is emphasized.
- The ongoing **Conversations with Colleagues** and the planning of future sessions, including those focused on equity and mental health, are discussed.
- The need for a professional development communication plan to ensure better dissemination of information about training and events is highlighted.

Professional Development Communication and Future Planning

- Professional development tag for the college calendar to better communicate and share information about training and events is discussed.
- Follow-up on the contract grading feedback and the potential for organizing more sessions based on this feedback is considered.
- Plans to create an annual summary of professional development sessions and develop an annual flex calendar are discussed.
- The next meeting is scheduled for October 8, with a focus on continuing the discussion on classified professional development and other topics.

Action Items

- Consider classified representation and roles to include in bylaws.
- Provide suggestions for more classified-focused sessions for October 9 Flex Day.
- Send Flex Day feedback document to committee members.
- Provide feedback on holding Flex Day sessions in building 6- 101 and 102 versus the theater.