

Campus-Wide Professional Development Planning Committee Meeting • November 7th, 2022 •

1:30 pm 3:00 p.m.

<https://smccd.zoom.us/j/81343211067?pwd=dXAxZldJYTJQZGFPU2V2eHo2eGVvZz09>

| Agenda Item | Time | Notes |
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| <p>PD Needs Assessment</p> <ol style="list-style-type: none"> 1. What do we need to know in order to build a meaningful and representative PD Plan? 2. What questions do we ask to get this information? <ol style="list-style-type: none"> a. Open-ended b. Close-ended 3. How do we reach the people we need to hear from? | <p>1hr 15 mins</p> | <p>VIDEO: https://youtu.be/mdVWbuffdNY</p> <p>BRAINSTORM DOC: Ideas captured in https://lucid.app/lucidspark/e091086d-6e8f-4766-be3a-a47098879bb3/edit?view_items=HTP7Ov~GBla~&invitationId=inv_cf33b7a0-2319-481d-8629-e672e421567f</p> <p>Use 2017 questions as base scaffold for survey</p> <p>Meeting notes: Discussed plan to take input from today's meeting to draft survey, then take that draft to senates and cabinet for additional feedback, then launch survey in late Nov - Early Dec Discussed using Qualtrics instead of Formstack, confirm this with Karen Engel</p> <p>Discussion point: Q: What is best way to encourage high # of responses? A: remove "optional" aspect, ask people to do it in division meetings, senate meetings, etc. A: Don't make the survey too lengthy, keep it to a 10 minute timeframe A: work with Marketing to add to weekly email announcements A: ask managers to make a direct request to their teams "please take 10 minutes to do this" A: use a QR code to request responses in-person A: SSPC Huddle - ask to get survey into this A: Retention Spec CoP</p> |

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| <p>Updates and Input</p> <ul style="list-style-type: none">• PD planning process<ul style="list-style-type: none">○ https://docs.google.com/document/d/1igMn21x1xKegPWrp71A_sVBU-mVhApSY/edit?usp=sharing&oid=114100106861995177552&rtpof=true&sd=true• Working groups (PD planning doc and PDPC bylaws)• District-wide Flex Planning<ul style="list-style-type: none">○ Meeting with Chancellor Claire○ District-Wide Planning for January• January Flex Day updates | 15 mins | |
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