

**Campus-Wide PD Meeting**  
**October 25, 2016**  
**9:30 a.m. – 11:30 a.m.**  
**Room 8-119**

**Attendees:** Mallory Stevens, Chantal Sosa, Chrissy Kincer, Anne Cartier, Ben Yeh (student rep), Erin Moore

**Absent:** Michelle Marquez

<b>Agenda Item</b>	<b>Notes</b>
Who are we (introductions)? <ul style="list-style-type: none"> <li>○ Introductions</li> <li>○ Compass points</li> </ul>	Introductions including identifying the “Compass points”, and most committee members identified as action and/or detail-oriented. Some members felt they did well with considering the big picture, and an area of weakness for our committee is considering feelings; therefore, we need to make sure take special consideration of this component when planning.
What is the PD Framework? <ul style="list-style-type: none"> <li>○ LFM team would like to schedule a time in Nov.</li> </ul>	The committee discussed best availability, and Erin will schedule a meeting with our Committee and the LFM Team. The LFM Team would like to discuss the PD Framework and feedback the Campus-Wide PD Committee may want to consider in moving forward with the PD Plan.
What will be our name? <ul style="list-style-type: none"> <li>○ Review List of ideas</li> <li>○ Professional Development vs. Professional Learning</li> </ul>	While Professional Development holds a lot of baggage on our campus, and members prefer terms other than “development”, the committee agreed that we need to continue calling PD Professional Development instead of Professional Learning. Employee evaluations and contract language include specific references to Professional Development; thus changing this terminology would have a greater impact throughout the District than just on our campus while potentially creating more silos (professional learning happens in one place and professional development happens in another.)
How do we want to engage campus in planning January Flex Day? <ul style="list-style-type: none"> <li>○ Review previous Flex Day feedback</li> </ul>	Erin will send individual emails to those who proposed session for Fall 2016 and did not make it on the Fall Flex agendas to see if they are still interested in facilitating a session for Spring Flex. Erin will also send out the proposal sign up to the entire campus with a deadline for proposals by the end of the month. This email will include a message stating a limited number of spots available. We reviewed the Flex Day Feedback and made additional determinations: All Flex Day emails will reference the Flex Day webpage (no PDF of Flex Day agendas will be sent.) The Flex Day agenda will also be displayed on the overhead signage in The Grove. Signups will continue through Signup.com, and Erin will look to find an application that links to Outlook; however, this may be on hold because of potential District efforts toward a District-wide system
What will the campus-wide needs assessment look like? <ul style="list-style-type: none"> <li>○ Goal(s) of assessment</li> </ul>	We reviewed the sample needs assessments, and commented on different areas we liked and did not like. Feedback to consider can be found in the <a href="#">GoogleDrive Needs</a>

<ul style="list-style-type: none"> <li>○ Connection to PD Framework &amp; Plan</li> <li>○ Identify categories and questions</li> <li>○ Determine next steps (drafting, distributing, etc.)</li> </ul>	<p><a href="#">Assessment Surveys for Review</a>. Overall, the committee agreed that we want to make sure the survey is linked to the PD Framework while collecting information on Time, Topics, and Delivery.</p> <p>The committee would like to generate questions specific to the 3 Core Concepts of Professional Development outlined in the PD Framework Draft: Professional Learning and Teaching, Communication and Collaboration, Career and Personal Growth and Development.</p> <p>Erin will create and share a <a href="#">GoogleDoc for Needs Assessment Question Drafting</a>, and each committee member will submit 2 – 3 questions under each area as part of the drafting process.</p>
<p>What is the timeline for this committee in 2016-17?</p> <ul style="list-style-type: none"> <li>○ Look at committee goals (attached)</li> </ul>	<p>We will continue discussing this during the next meeting.</p>
<p>What other items do we need to discuss? IEPI</p>	<p>The discussions during the IEPI visit gave the Campus-Wide PD Committee a greater understanding of the status of professional development at the College. As a result of this discussion, we determined that the committee needs further transparency.</p> <p>Erin is working to update the PD Webpage to include distinctions between different campus PD committees. In addition, she will place a message in the Olive Hill Press to introduce the Framework (once approved) and the Campus-wide PD Committee membership.</p> <p>The committee looks forward to receiving the recommendations resulting from the visit.</p>

**Next Meeting: December 6, 2016 – 9:30 a.m. – 11:30 a.m. in 8-119**

### Monthly PD Committee Goals (year-long plan)

September	Get started Determine name Identify role Clarify EMP Focus Determine an approach to the PD Plan Identify needs assessment goals
October	Review needs assessment samples Draft needs assessment Plan January Flex (Review August & September feedback)
November	Finalize needs assessment Review PD Framework Review January Flex forms Plan March Flex
January	Analyze needs assessment data Begin PD Plan draft Review March Flex Forms and Flex Day Feedback
February	Draft PD Plan
March	Revise PD Plan
April	Submit the PD Plan for approval Review Spring Flex Feedback Plan activities for 2017-18
May	Review spring PD feedback Plan activities for 2017-18