



## 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.



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Location: 13-337

Join Zoom Meeting:

<https://smccd.zoom.us/j/87815878562?pwd=O86HyuNnbmLATA8bSbsFPq66ilmldw.1>

Meeting ID: 878 1587 8562

Passcode: 979542

## AGENDA

Tri-chairs:

- ASLT Division Dean: Anniqua Rana
- Faculty Rep: Ellen Young
- Classified Rep: Roslind Young

### Professional Development Plan 2024-27

## AGENDA

Item	Time	Presenters	NOTES
Welcome and introductions <a href="#">Cañada College Land and Labor Acknowledgement</a> <a href="#">Professional Development Planning Committee bylaws 2025-27</a>	10 min	PDPC chairs	Ellen Young – Biology faculty, Flex Day coordinator, and Faculty Teaching & Learning coordinator. She said she’s excited about October 8 Flex and open to suggestions on agenda gaps. Roslind Young – Classified co-chair said she wants to learn more about October Flex, since classified usually can attend more. Sarah Harmon – OER/ZTC Program Manager. Explained her move from faculty to 100% classified role (with occasional classes). She’s in this space because OER/ZTC work is rooted in professional development. Ritu Malhotra – Medical Assisting faculty and program coordinator. Joined last semester, still learning the process. She wants to know new ideas for October Flex and how her division can align with them.

			<p>Mary Ho – Director of Post-Secondary Success. First PD meeting. Attending to understand planning, feedback process, and how her team’s August STAR/NAPI session fits in. Asked if there’s a chance to reflect on past Flex Days.</p> <p>Nada Nekrep – Science faculty, Distance Education coordinator. Usually doesn’t attend, but joined and is interested in shaping October Flex agenda.</p> <p>Rosie Morrison – Works in Building 1, handles billing. Attended to learn what happens “behind the scenes” of Flex planning and see if she can contribute suggestions.</p> <p>Dr. Ameer Thompson – Dean of Science &amp; Technology. Said he’s there to help with professional development.</p> <p>Karen Engel – Dean of Planning, Research, Institutional Effectiveness. Introduced her role, spoke about accreditation/self-evaluation (ISER), and wanted to review the PD section.</p> <p>Rance Bogle – MESA Director. Introduced himself as leading the AI conversation for January Flex.</p> <p>Aricka Bueno – General Counselor. Excited to collaborate on professional development again this year.</p> <p>Doniella Maher – Joined near the end. Suggested that October (post-Flex) would be a good time for faculty teaching &amp; learning coordinators to report back on sessions.</p>
<p><b>ISER : near-final draft</b></p>	<p>10</p>	<p>Karen Engel</p>	<p>Reviewed Standard III.C.2 (page 44) section on Professional Learning.</p> <p>Section structure: districtwide PD (policies, required trainings, PD Academy), college PD coordination/assessment, and campus-wide/role-specific PD (faculty/classified).</p> <p>Clarification needed: Classified tuition reimbursement \$2,500 annually—conflicting guidance reported. Karen to verify language and benefits status.</p> <p>Timeline: Committee feedback requested by end of next week to meet adoption/production deadlines.</p>

			<p>Evidence request: Include Leading from the Middle (LFM) framework draft as evidence.</p> <p><b>PDPC will review and comment on III.C.2; incorporate LFM and assessment plans.</b></p>
<p>FLEX: Reflections and feedback August flex</p> <p><a href="https://canadacollege.edu/professional-dev/flexday.php">https://canadacollege.edu/professional-dev/flexday.php</a></p> <ul style="list-style-type: none"> <li>• October 8 Flex day</li> <li>• Focus immigrants and undocumented students</li> <li>• <a href="#">Draft Agenda</a></li> </ul>	<p>10 min + 10 min</p>	<p>Ellen and Anniqua Team</p>	<p><b>FLEX: Reflections &amp; Feedback (August Flex) — 10 min</b></p> <ul style="list-style-type: none"> <li>• Ellen shared feedback link (11 responses). Desire to increase response rate and improve digital sign-in/feedback flow.</li> <li>• Mary Ho raised process clarity for <b>opening sessions</b>: request for explicit parameters (tone, goals, structure, integration with PD aims).</li> <li>• Chairs affirmed shift toward <b>clear guidelines</b> for opening sessions (recognize existing work, inspire/inform, call to action; applicability to classroom/classified/admin).</li> </ul> <p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• Develop and share <b>opening-session guidelines</b> for future Flex Days.</li> </ul> <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Ellen: Circulate proposed <b>digital sign-in &amp; feedback</b> UX updates for PDPC review via email.</li> <li>• PDPC Chairs: Draft <b>opening-session guidance</b> and share with prospective leads.</li> </ul> <p>October 8 Flex Day (Focus: Immigrants &amp; Undocumented Students) — 10 min</p> <ul style="list-style-type: none"> <li>• Opening: <b>Sarahi Espinoza Salamanca</b> in conversation with Anniqua; prompts to address <b>classroom, classified support</b>, and <b>administrative</b> actions.</li> <li>• Sessions in development: <ul style="list-style-type: none"> <li>○ SOGIE training (funding status <b>uncertain</b>).</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Linking Canvas → Nuventive (course-level outcomes reporting).</li> <li>○ CalSTRS (AM &amp; PM); CalPERS session being pursued.</li> <li>○ District sessions (ICE response protocols; Community of Practice launch).</li> <li>○ AI policy workshop (Allison Hughes).</li> <li>○ Intercultural assessment (Michiko—IDI).</li> <li>○ OER/ZTC update; Business RSI check-in; “AI at Work” session (Anniqua).</li> <li>○ Additional <b>undocumented-student support</b> session desired.</li> <li>● Requests: <ul style="list-style-type: none"> <li>○ Add afternoon session(s) on undocumented students (e.g., English dept. text on immigration).</li> <li>○ Confirm inclusion/eligibility notes (faculty/classified/admin) on sessions.</li> </ul> </li> <li>● <b>Decisions</b></li> <li>● Keep theme-alignment strong; broaden classified-relevant options where possible.</li> <li>● <b>Action Items</b></li> <li>● Ellen: <b>Follow up with Jasmine</b> on undocumented-support session; <b>add SLOs</b> session; update eligibility notes.</li> <li>● Anniqua → Ellen: Forward spring email re: <b>Rebecca Kim</b> (immigration text) and explore adding session.</li> <li>● All PDPC members: Solicit <b>constituent suggestions</b> and potential facilitators within <b>two days</b>.</li> </ul>
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<p>FLEX: Topics for flex Jan/April</p> <ul style="list-style-type: none"> <li>• MESA- Artificial Intelligence</li> <li>• Reporting EMP goals</li> </ul>	<p>5 min</p>	<p>PDPC chairs and team</p>	<ul style="list-style-type: none"> <li>• <b>January (Local): AI Focus</b>, aligned with but distinct from district AI mini-conference; emphasize <b>student voices</b>, <b>workforce readiness</b>, equitable access, and <b>critical thinking/ethics</b>. Consider <b>faculty practice panel</b> and hands-on workshops.</li> <li>• <b>April</b>: Opening dedicated to <b>EMP close-out</b>; explore veteran-focused opening in next academic year (Oct near Veterans Day), with Jan/Apr sessions as lead-ins.</li> <li>• Idea: Host a <b>structured academic debate</b> on AI (possible collab with Debate Club; John Perez); explore a <b>local podcast</b> thread on AI in teaching/learning.</li> </ul> <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Rance &amp; Sarah: Coordinate with <b>district leads (Jennifer Howes-Owens, Aaron McVean)</b> to align January AI content; bring draft plan next meeting.</li> <li>• PDPC Chairs: Map April EMP opening; identify <b>veteran-focused</b> sessions across Jan/Apr.</li> </ul>
<p><a href="#">IDI Intercultural Development Inventory</a></p>	<p>10 min</p>	<p>Michiko</p>	<ul style="list-style-type: none"> <li>• Overview shared (individual profiles; optional <b>group profile workshop</b> with anonymized aggregate results).</li> <li>• Teams interested should contact <b>Michiko</b> to schedule.</li> <li>• Review IDI info; units to contact Michiko if interested in individual or group sessions.</li> </ul>
<p><a href="#">Classified PD Agenda.docx</a> June 30 Meeting</p>	<p>5 min</p>	<p>Anniqua</p>	<p>Summer scan compiled classified PD needs (e.g., data coaching with PRIE for student-support programs). List will inform Flex and ongoing PD offerings.</p>

			PDPC: Prioritize near-term classified PD items (e.g., data coaching) and schedule initial offerings.
			Final confirmation on Classified tuition reimbursement (\$2,500/year) language and process. SOGIE session funding/confirmation. CalPERS session availability for Oct 8. Alignment and scheduling with District AI mini-conference (January).

- Next PDPC meeting: October (post-Flex) — include FTL updates (Doniella & Ellen) and review of digital sign-in/feedback proposal.
- Circulate minutes and division share-outs

Flex days: <https://canadacollege.edu/professional-dev/flexday.php>

- Wednesday, October 8th: Due September 5th, 2025
- Friday, January 9th: Due December 5th, 2025
- Thursday, April 16th: Due March 13th, 2026
- August 2026: Due May 15th, 2026

## 2024-2025 members, based on by-laws.

- 3 Tri-Chairs - Appointed by Position:
  - Dean of ASLT, [Anniqua Rana](#)
  - Faculty Flex Coordinator, [Ellen Young](#)
  - Classified Rep, [Roslind Young](#)
- [Equity and Antiracism Planning Council](#) Faculty Coordinator, [Kiran Malavade](#).
- [Faculty Teaching & Learning Lounge](#) Faculty Coordinator, [Doniella Maher](#).
- POCR, QOTL, or OER/ZTC Faculty Coordinator, [Sarah Harmon](#)
- Instruction Technologist/Classified, [Lindsey Irizarry](#)
- Two at-large, classified Representatives - [RoseMarie Mendoza Morrison](#) and [Sarah Cortez](#)
- 1-2 Students - Appointed by ASCC, River Nakamura and Philip Roidmaier.
- Administrator, [Ameer Thompson](#)

Next Meeting

- [October 14, 2025](#)
- [December 9, 2025](#)
- [January 13, 2026](#)
- [February 10, 2026](#)
- [March 10, 2026](#)
- [April 14, 2026](#)
- [May 12, 2026](#)