

5.12.20 Professional Development Planning Committee Meeting Notes

Updating college and general communication needs

- Dave - send email update on PD that is planned. Is that too much? Maybe use a digest email, or opt-in for people who don't want too many emails.
- Loretta - or we could add this to the weekly updates.
- Cornerstone: Dave - do a road show for committees so all are aware

Session Topics for upcoming Flex Days

- NetTutor workshop needed: how to access, what subjects are covered? **Ask learning center to lead a NT flex day?**

Surveys:

- Loretta: classified survey coming out soon, will give us more info
- What are specific needs for zoom? Loretta: more advanced options for those leading meeting, doing polls, will things work for my students? Sharing screen, docs
- Loretta will add more specific info needed to survey
- AZ: distinction betw one on on appointment vs teacher for class. Fac with similar issue can get help from their division, so do presentation at division meetings. Bring ITS, etc to Target the training

Action Items:

1. Email Deans; need more specific info on the main areas identified from the recent PD survey. Are there specific use cases that more training is needed in? For example teaching with zoom vs facilitating meetings? Would a div meeting training be helpful. Do they plan to have div meetings on opening day or 2nd day? Ask Cabinet if there will be opening day event? If so, which day?
2. Add Dave to formstack
3. Ask Gonzalo can he do training Monday of Aug Flex? Not a good fit for flex due to time required, etc.
4. Email Alex and Jessica - is there enough overlap to combine?
5. Respond to dafna @ foundation - Oct is better, and more info about the foundation in general would be helpful, many don't know what you do

Would division-level training be better?