



Professional Development Planning Committee

Second Tuesday of the Month

April 8, 2025

12:30pm to 1:30 pm

Location: 9-154

MINUTES

Co-chairs:

- ASLT Division Dean: [Anniqua Rana](#)
- Faculty Rep: [Ellen Young](#)
- Classified Rep: [Roslind Young](#)

Item	Notes
Welcome	
Finalization of April 17 Flex Day Schedule Confirm all submitted sessions Review logistics (rooms, tech, contracts, facilitators)	<ul style="list-style-type: none">• All submitted sessions were reviewed; most are confirmed and listed on the registration site.• DRC sessions are still tentative – follow-up needed with the new director (Scott) to confirm bandwidth and session delivery.• Opening session confirmed: Student panel focused on disability and accommodation experiences at Cañada, coordinated by Michiko and Kiran.• Logistics in progress:<ul style="list-style-type: none">○ Rooms have been assigned for most sessions.○ Technology needs to be finalized with AV/ITS (e.g., microphones, Zoom setup for hybrid sessions).○ Contracts and facilitators for external presenters (e.g., Strong Workforce, San Mateo Pride, Puente) are in progress or completed.• Lunch confirmed, but details were not finalized during the meeting—follow-up needed to confirm vendor and dietary options.• Volunteer point people needed for each session to assist with check-in and collecting feedback.• Flyer and QR code will be posted on campus to increase visibility and registration.
Review and Finalize ISER Contributions Check in on edits and evidence submitted for Standard 3.2	Focus : Emphasis on documenting how professional development is assessed and informs improvement. Current gap : Limited evidence showing how feedback is used to drive changes in PD programming.

<p>Confirm if any sections still need support or clarification in this draft of Standard 3.</p>	<p>Classified PD example submitted: Michiko shared that DEI training feedback led to launching an IDI assessment project, funded through DHSI.</p> <p>Suggested additions: Include qualitative and quantitative data from Flex Day feedback and “Conversations with Colleagues.” Check program reviews for references to PD impact.</p> <p>Action requested: Contributors to review the draft and submit missing evidence or edits—especially examples showing how feedback leads to action. Include links or attachments where possible.</p>
<p>Communication and Outreach Plan Strategies to increase engagement and feedback from faculty/staff Plan for promoting Flex Day and gathering feedback post-event</p>	<p>Current challenge: Email alone is not reaching or engaging all faculty and classified staff.</p> <p>Suggestions to improve engagement: Post flyers with QR codes across campus buildings to promote Flex Day. Make announcements at governance meetings to increase visibility. Include Flex Day information in staff meetings and newsletters.</p> <p>Outreach to classified staff: Attend Community Fitness and department-level meetings to gather feedback and promote relevant sessions.</p> <p>Post-event feedback strategies: Assign session point people to ensure feedback forms are completed. Use both digital and paper surveys, especially for DEI and classified-focused sessions. Encourage submission of feedback that informs program improvements and accreditation evidence.</p>
<p>Professional Development Framework (Leading from the Middle Team) Update from the team on early ideas for PD structure and assessment Opportunity to align committee efforts with their project goals</p>	<p>Focus of LFM project: Develop a structured, campus-wide professional development framework that integrates equity, anti-racism, and assessment. Address gaps in training and onboarding, especially for classified professionals.</p> <p>Early ideas discussed: Use Flex Days and regular PD as core components of the framework. Implement ongoing feedback and assessment to ensure PD is effective and responsive. Create clearer onboarding and training materials aligned with roles and responsibilities.</p> <p>Committee alignment: Committee members encouraged to share session impact data and contribute to framework planning. Emphasis on collaborative efforts across PD planning, accreditation, and LFM goals.</p>
<p>Presentation of Flex Day Opener Checklist Anniqua shares the draft planning guide</p>	

Group provides feedback and discusses implementation for future Flex Days	