



Professional Development Planning Committee

Second Tuesday of the Month

Dec 10, 2024

12:30pm to 1:30 pm

Location: 13-337

AGENDA

Co-chairs:

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

Item	Presenter	Notes
Welcome	Anniqua	Primary focus: January Flex Day planning, April Flex Day proposals, DHSI funding opportunities, and review of PDPC bylaws
January Flex	Ellen Young	Flex Day will be held on January 10th. - Morning Session (2 hours): - ICER Evaluation Workgroups (1 hour) - "Empowering Black Excellence" Session led by Dr. Cassie Alexander, Candace Johnson, and student representatives. - Concurrent Sessions (10:45 am - 11:45 am): - Follow-up on "Empowering Black Excellence" - SLOs & PLOs Drop-in Session - Classroom Technology Drop-in Session - Career Education Showcase - Time Travel Through Cañada's Past - Afternoon Session: - Full-afternoon or two separate 1-hour workshops. - Topics include Puente, New Faculty Orientation, Business Department Team Meeting, Faculty Accreditation Prep, and various workshops on equity, student support, and free speech. - <i>Key Request from Ellen: Feedback on missing sessions, scheduling conflicts, and any additional needs.</i>

		<p>January 9 update:</p> <ul style="list-style-type: none"> - Mini-conference originally planned is canceled due to insufficient proposals. - Flex activities will instead be standard sessions, with department and division meetings also taking place on this day.
<p>April Flex - San Mateo County Health Mental Health and First Aid Training</p> <p>Becoming Aware of Assumptions - April 17</p> <p>https://smccd-czqfp.formstack.com/forms/canadaflexdayproposal</p>	<p>Dr. Michiko Kealoha, Director Equity</p>	<p>Proposal: Full 6.5-hour training session on Mental Health First Aid from San Mateo County, integrating cultural components and equity-based training.</p> <p>Next Steps: Coordination with trainers, voluntary forms for attendees, and follow-up on logistics.</p> <ul style="list-style-type: none"> - Classified Staff Training Requests: Mental health training is a top priority for classified staff. - Feedback collected for potential training opportunities to support their ongoing professional development.
<p>Assessing Professional Development</p>		
<p>DHSI funds for faculty PD</p>	<p>Ron Andrade</p>	<p>Approximately \$50,000 over 3 years for professional development.</p> <ul style="list-style-type: none"> - Original plan was to use Escala certification but has proven too limiting. - Proposal to expand training to broader options, including Puente and local training initiatives. - Need for a clear proposal to present to the Department of Education for approval. - Feedback from attendees included the possibility of utilizing Escala as part of a larger strategy but not as the sole method of training. - Proposal for a comprehensive equity training program for faculty, staff, and students. - Suggestions to build a more inclusive training model that accommodates different entry points of learning for faculty and staff. - Potential to incorporate training for equity-based grading practices across multiple STEM disciplines. <p>Action Item : Proposal to be developed by Michiko Kealoha and Kiran Malavade, and other members to present to the Department of Education.</p>

By-laws- Professional Development Planning Committee draft 24.docx	PDPC chairs	Review of committee membership roles and potential updates to bylaws. Action Item: Finalize bylaws and submit to PBC for review in early spring.
Closing: Agenda items for January 14		Bylaws: Finalize and submit to PBC for review and approval. DHSI Funding: Proposal for training structure to be developed and submitted to the Department of Education. Flex Days: Finalize and communicate the January Flex Day schedule by Friday before finals week.

January Flex Day Preparation

- **Action:** Finalize and communicate the January Flex Day schedule by Friday or Monday
- **Responsible:** Ellen Young
- **Notes:** Ensure there are no scheduling conflicts, confirm presenter availability, and secure room assignments.

April Flex Day Planning

- **Action:** Coordinate with San Mateo County to secure trainers for the Mental Health First Aid session.
- **Responsible:** Michiko Kealoha
- **Notes:** Ensure participant registration process is clear and secure necessary voluntary forms.

DHSI Grant Proposal Development

- **Action:** Develop a proposal for DHSI-funded professional development programs.
- **Responsible:** Kiran Malavade, Michiko Kealoha, and Ron Andrade
- **Deadline:** Early Spring 2025
- **Notes:** Proposal must justify program changes from the original Escala-only plan and highlight the multi-level training model. Submit the proposal for approval

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Membership Review and Bylaws Update

- **Action:** Finalize committee bylaws and submit them to the Professional Development Council (PBC) for review.
- **Responsible:** Co-chairs

Business Office Training Program

- **Action:** Schedule and plan training opportunities for classified staff in spring semester.
- **Responsible:** Ludmila Prisecar
- **Deadline:** Spring 2025

- **Notes:** Identify classified staff needs and operational training gaps to prioritize focus areas.

Reporting on Current PD Efforts

- **Action:** Present updates on the current status of faculty, staff, and classified professional development initiatives during the first spring meeting.
- **Responsible:** All PD Committee Members
- **Notes:** Include key highlights from initiatives like EAPC and DHSI-funded projects.

Addressing Classified Participation in Governance

- **Action:** Identify strategies to support classified participation in governance and professional development.
- **Deadline:** Ongoing
- **Notes:** Work with administrators to ensure supervisors provide classified staff with the opportunity to participate in committee work. Consider revising governance protocols to improve participation.