



Professional Development Planning Committee

Second Tuesday of the Month

February 11, 2025

12:30pm to 1:30 pm

Location: 13-337

MINUTES

Co-chairs:

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

Introductions:

The meeting, led by **Anniqua Rana, Dean of ASLT**, began with introductions from attendees, who shared their roles and what they hoped to accomplish.

- **Ellen Young (Flex Day Coordinator & Biology Faculty)** provided updates on April Flex Day planning and efforts to improve participant feedback.
- **Roslind Young (Physical Science Lab Coordinator & Tri-chair for Classified Staff)** was interested in learning more about the **Institutional Self-Evaluation Report (ISER)**.
- **Sarah Harmon & Hyla Lacefield (ISER Team)** aimed to discuss Flex Day and professional development opportunities related to **OER (Open Educational Resources), Zero Textbook Cost (ZTC), and AI**.
- **Michiko Kealoha (Director of Equity)** and **Kiran Malavade** were interested in processes for Flex Day openers and **Leading from the Middle** initiatives.
- **Ludmila Prisecar (VP of Admin Services)** wanted to explore how her office could support Flex Day.
- **Karen Engel (Dean, PRIE)** and **Jacky Ip (Division Assistant, ASLT)** were interested in Flex Day planning.
- **Jackie Gonzalez (Retention Specialist, Science & Health Interest Area)** attended as an observer to learn about the committee's work.
- **Lindsey Irizarry (Instructional Technologist)** sought updates on Flex Day and ISER.
- **Doniella Maher (Faculty Coordinator, Teaching & Learning Virtual Lounge)** expressed interest in ISER updates and clarity on her role.
- **River (Student Representative)** and **Amir** joined the discussion.

<p>Updates on ISER https://canadacollege.edu/accreditation/ 3.2. The institution supports its employees with professional learning opportunities aligned with the mission and institutional goals. These opportunities are regularly evaluated for overall effectiveness in promoting equitable student success and in meeting institutional and employee needs.</p>	<p>20 min</p>	<p>Karen and Hyla</p>	<p>The discussion focused on reviewing the Institutional Self-Evaluation Report (ISER), preparing for April 17 Flex Day, and discussing the role of the Leading from the Middle team in assessing professional development efforts. Karen Engel and Hyla led the discussion, emphasizing the need for accurate documentation and feedback on professional development initiatives, including equity-focused efforts. Participants discussed the reorganization of faculty resources and the need for clear deadlines for completing ISER contributions. Ludmila Prisecar shared plans to develop classified staff training materials, while Kiran Malavade and others stressed the importance of incorporating equity and anti-racism efforts into ISER documentation. The group agreed on a March 13 check-in to track progress, with a final</p>
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submission deadline in two weeks to allow for refinement before presenting the ISER at Flex Day.

Here are the key **action items** from the discussion:

ISER Review & Updates

1. **Review & Edit ISER Document**
 - a. **Ellen Young** to review **Flex Day** section.
 - b. **Doniella Maher & Lindsey Irizarry** to check **faculty teaching & learning** content.
 - c. **Karen Engel & Michiko Kealoha** to verify **equity & EAPC (Equity & Anti-Racism Planning Council)** sections.
 - d. **Kiran Malavade** to add **specific evidence** of professional development initiatives related to equity & anti-racism.
2. **Ensure ISER Accurately Reflects Professional Development Efforts**
 - a. Team members to **provide evidence** (documents, reports, links) supporting ISER claims.
 - b. Clarify where **equity-focused initiatives** should be listed (general PD vs. EAPC section).
3. **Finalize & Submit ISER Updates**
 - a. **Deadline: Two weeks** (March 11 meeting for review).

Faculty Teaching & Learning Website

4. **Continue Updating & Organizing Website**
 - a. **Doniella & Lindsey** to refine faculty resource pages.
 - b. Ensure the website is ready for **ISER documentation & Flex Day presentation**.
 - c. **Hyla Lacefield** to assist with web structuring after ISER draft is finalized.

Classified Staff Training Materials

5. **Develop & Document Classified Training**
 - a. **Ludmila Prisecar** to work with a short-term specialist to formalize training resources.
 - b. Plan for presenting progress at **PDPC (Professional Development Planning Committee)** in a month.

Flex Day Planning (April 17)

6. **Prepare for Flex Day Discussions**

			<ul style="list-style-type: none"> a. Ellen Young to finalize agenda & feedback strategies. b. Ensure ISER draft is presentable for college-wide input. <p>Next Steps & Follow-Up</p> <ul style="list-style-type: none"> 7. Schedule Next Review Meeting (March 11) <ul style="list-style-type: none"> a. Participants to check progress on ISER edits. b. Identify missing evidence or unclear sections before Flex Day presentation.
<p>April 17 Flex Day Updates on April Flex Day session confirmations. https://docs.google.com/document/d/10Q0RR0xSyEZnQCp6yfY3cDVEVovwh2seayLxsZQJDWs/edit?usp=sharing Additional suggestions for Disability Justice theme Review of feedback collection process proposal</p>	<p>20 min</p>	<p>Ellen and Team</p>	<p>Summary of Ellen Young’s Update on Flex Day Planning</p> <p>Ellen Young provided an update on Flex Day planning, outlining key sessions and logistical improvements. She highlighted the need for better distribution of labor for managing opening sessions, contracts, and planning, as much of this work has been falling on Michiko Kealoha and Kiran Malavade in the Equity Office.</p> <p>Key Flex Day Sessions & Planning Updates:</p> <ul style="list-style-type: none"> 1. Opening Sessions: <ul style="list-style-type: none"> a. ISER Presentation to start the day. b. Disability Justice Session led by Ellen, Kiran, and Michiko. c. A full-day training on culturally responsive mental health. 2. Concurrent Sessions: <ul style="list-style-type: none"> a. Puente Professional Development Team: <ul style="list-style-type: none"> i. <i>Community Care and Wellness for Equity Workers.</i> ii. <i>Linguistic Justice</i> (hybrid format, awaiting confirmation). b. Faculty Development Workshops: <ul style="list-style-type: none"> i. <i>Early Alerts and Online Faculty Workshop on RSI Standards.</i> ii. <i>Business Department Peer Support Session.</i> iii. <i>Disability Resource Center (DRC) Sessions:</i> <ul style="list-style-type: none"> 1. <i>Reintroduction of DRC Services.</i> 2. <i>Faculty Training on Accommodations & Responsibilities.</i> c. Book Club on <i>James</i> by Percival Everett.

		<p>d. Public Safety & De-escalation Training (pending confirmation).</p> <p>3. Survey on Disability Justice:</p> <ol style="list-style-type: none"> Aiming to gather experiences from students, staff, and community members with disabilities. Discussion on whether to limit or widely distribute the survey. Student speaker Alex shared insights on disability experiences on campus and will be part of the session. <p>4. Other Possible Sessions:</p> <ol style="list-style-type: none"> Potential UndocuAlly & LGBTQ+ Trainings, though existing initiatives may cover these topics outside of Flex Day. Technology & SLO Training sessions still being confirmed. <p><i>Logistical Improvements:</i></p> <ul style="list-style-type: none"> Flex Day Registration: Transitioning to single sign-on (SSO) to simplify participant check-ins. Feedback Collection: <ul style="list-style-type: none"> New process: Student volunteers will enter sessions at the end to encourage real-time feedback. More presenter involvement: Encouraging facilitators to remind attendees to complete feedback forms. Raffle Incentive: A humorous “win a new car” Hot Wheels raffle to increase participation. <p><i>Next Steps & Deadlines:</i></p> <ul style="list-style-type: none"> Call for Session Proposals: <ul style="list-style-type: none"> Deadline might be moved earlier than March 14 to finalize sessions before the next PDPC meeting. Continued Outreach: <ul style="list-style-type: none"> Ellen plans to send a separate campus-wide request for proposals to encourage more participation. March 11 Follow-Up Meeting: <ul style="list-style-type: none"> Review & finalize plans for Flex Day. Address remaining gaps in session planning. <p>Challenges in Organizing Openers: The work often falls on a small group of individuals, leading to last-minute efforts. Faculty and staff are already at capacity, making additional planning burdensome. There is a need for a clear process so that responsibilities are more evenly distributed.</p>
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			<p>Proposed Solutions:</p> <ul style="list-style-type: none"> • Develop a checklist covering technology, facilities, furniture, contracts, and themes. • Encourage other groups to take on the responsibility of organizing openers. • Establish longer planning timelines to avoid last-minute stress. • Work with the business office to ensure administrative coordination. <p>Action Items:</p> <p>Anniqua Rana will collaborate with the business office for better coordination.</p> <p>A structured plan will be presented at the March 11th meeting.</p> <p>Consider hosting a Flex Day session in August to provide training on organizing openers and securing participation.</p> <p>Streamline institutional knowledge by creating a clear, accessible guide for faculty and staff on event planning logistics.</p> <p>Identify points of friction (e.g., logistical hurdles) and work on solutions to alleviate burdens on individuals.</p>
<p>Leading from the Middle Update https://rpgroup.org/Leading-from-the-Middle/LFM_Academy</p> <ol style="list-style-type: none"> 1. Adriana Lugo, Librarian 2. Alessandra Zanassi, Executive Assistant, Office of Instruction 3. Anniqua Rana, Dean ASLT 4. Candice Johnson, Program Services Coordinator, TRIO - Student Support Services 5. Jacky Ip, Division Assistant, ASLT 6. Michiko Kealoha, Director of Equity 7. Ritu Malhotra, Professor, Medical Assisting 8. Sumathi Shankar, Professor Mathematics <p>The primary goal of the Cañada College team in participating in the 2025-26 LFM Academy is to design and implement a professional development framework that ensures all employees—from faculty to staff and administrators—are trained in both the skills required to perform their jobs and the principles of equity and anti-racism. This includes creating job-specific modules covering operational tasks, college processes, and the application of equitable practices in day-to-day interactions with students and colleagues. By focusing on this dual approach to job training and equity, the</p>	<p>5 min</p>	<p>Anniqua</p>	

college aims to ensure consistent, high-quality support for all students. <i>Canvas</i>			
Items for next meeting March 11			

Minutes, January 14

Professional Development Planning Committee bylaws 2025-27 - approved by PBC on 2-5-2025

- 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 - Recommended by Classified Senate and Appointed by CSEA
- 1-2 Students - Appointed by ASCC, River Nakamura and Philip Roidmaier.
- Administrator, [Ameer Thompson](#)