Professional Development Planning Committee

Second Tuesday of the Month
March 11, 2024
12:30pm to 1:30 pm
Online only 🔗 **Zoom Link:** Join Here
📌 **Meeting ID:** 846 3468 4346
🔑 **Passcode:** 304209
Reminder: <mark>April 8: Location 9-154 and online</mark>
<mark>May 13: Location 9-154 and online</mark>

AGENDA

Co-chairs:

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

3-11 minutes.docx

Item	Time	Comments
Welcome and Introductions	10 min	Meeting began with introductions led by Anniqua Rana. Participants shared their roles and hopes for the meeting, including interest in Flex Day planning, ISER updates, and improving professional development efforts.
Updates on ISER https://canadacollege.edu/accreditation/	20 min	Leads: Karen Engel and Hyla Lacefield - Karen shared the draft of ISER Standard 3.2 and invited feedback. - Emphasis on ensuring inclusion of all professional development activities and equity-focused initiatives (e.g., EAPC). - Contributors were invited to provide edits or comments within two weeks (by March 25). - Sarah Harmon clarified the website's ongoing reorganization and its impact on locating PD-related resources. - Doniella Maher and Lindsey Irizarry noted the Faculty Teaching and Learning site is under revision and requested a clear deadline for ISER-related content. https://canadacollege.edu/facultyteachingandlearning/ - Ludmila Prisecar shared that a short-term program specialist will begin work soon to assist with classified training materials and documentation.
April 17 Flex Day Updates on April Flex Day session confirmations.	20 min	Lead: Ellen Young - Flex Day will include: - Opening ISER session. - Disability Justice session featuring student voices, including testimony from student leader Alex.

https://docs.google.com/document/d/10Q0RR0xsyEZnQCp6yfY3cDVEVovwh2seayLxsZQJDWs/edit?usp=sharing The Facilities Use Agreement.pdf form		• - A full-day training on culturally responsive mental health. • - Sessions from Puente (e.g., linguistic justice and community wellness). • - Workshops on Early Alerts, RSI standards, and DRC services. • - Book club session on *James* by Percival Everett. • - Faculty training on de-escalation by public safety (pending confirmation). • Ellen shared improvements to registration and feedback forms, including a light-hearted incentive ('win a new car' Hot Wheels raffle). • Discussion of better strategies to increase feedback submission from participants. • Additional workshops under discussion include pedagogy-focused sessions aligned with RSI, SLO training, and technology topics. **4. Flex Day Opener Logistics** • Discussion Facilitators: Kiran Malavade, Michiko Kealoha • Concerns raised over the recurring burden of planning Flex Day opening sessions falling on a few individuals. • Request to document and streamline the planning process (e.g., facilities requests, contracts, tech setup). • Anniqua proposed a checklist and planning guide for future openers and suggested engaging more campus groups to take the lead. • Action item: Anniqua will present a proposed process and structure at the next eeting.
Leading from the Middle Update		Presenter: Anniqua Rana • Shared updates on the new team's participation in the statewide 'Leading from the Middle' academy. • The team is working on a professional development framework and assessment structure. • Members will meet with their assigned coach and attend an in-person session in San Diego in May.

Action Plan for Long-Term Planning and Flex Activities
• Develop a Long-Term Planning Schedule
   o Establish a timeline for 2025-2026.
   o Identify key themes to guide planning efforts.
   o Assign responsibilities to ensure effective implementation.
• Flex Activity Planning
   o Determine key topics and activities to address
	10 min	Culturally Relevant Career Readiness Programs
		
		April = Disability Justice, August AANAPISI, October=UndocuScholars
		• Themes and Planning Schedule:
		• - April 2024: Disability Justice
		• - August 2024: AANAPISI
		• - October 2024: UndocuScholars
		• Planning to include culturally relevant career readiness programming with partners such as Aspira Consulting.
		• Key 2025–2026 Flex Dates:
		• - August 11, 12
		• - October 8
		• - January 8, 9
		• - April 16

throughout the year. ○ Align activities with institutional goals and faculty development needs. • Themes 2024-2025: Share proposed themes to guide the upcoming year. • Key Flex Dates for 2025-2026 August 11, 12 October 8 January 8, 9 April 16		

Action Items

- **Finalize ISER Contributions:** Committee members will review and add edits/evidence to Standard 3.2 by March 25.
- **Create Flex Day Opener Checklist:** Anniqua will draft a process guide to streamline planning
- **Promote Flex Day Proposals:** Ellen will encourage early submission of session proposals to ensure diverse participation.

https://www.aspiraconsulting.com/ OUTCOMES

The results from our engagement are the following:

1. Reframe your personal story into a powerful and relatable professional career narrative

2. Ability to identify positive career traits from adversity

3. Incorporate your cultural wealth to career aspirations

4. Techniques to overcome imposter syndrome

5. Develop interpersonal skills

6. Strategies to grow and engage with professional networks

7. Ability to conduct virtual interviews

8. Creating simple and engaging content to promote your career story

9. Online surveys to assess and monitor student's comprehension of topics

10. Train staff to provide culturally relevant Career Readiness Program to students

Professional Development Planning Committee

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