

September 10, 2019 PL Committee meeting minutes

special guests Michael Ryan, Bryan Besnyi, Lisa Plamer

Changing name from “professional learning” to professional development

- What is correct process to do this? Look at article 13 of AFT contract refers to “faculty professional development”, so this is our precedent for reverting to original name
- Review history of name change: this was done when IEPI-funded project was underway to revise and create new plan for the college
- Action Items: bring this to Cabinet and confirm process for moving forward

Streamlining content and forms in Formstack

- What has been done so far?

Committee reviewed draft of faculty PD app in Formstack. Improvements include logic actions to prompt user to upload documents if they indicate a cost related to PD request, discussed other pop-up info to guide new users to info that helps explain process. Routes completed form to appropriate approver.

- Why is it better?
 1. Way more clear for applicant
 2. Reduces workload, automates process that was formerly time-consuming
 3. More accessible; formstack has accessibility built-in whereas pdfs do not

- What else is needed?

Confirm who sees notes, how feedback is given via Formstack. Can use separate email to share that info, PD committee would only receive basic application info.

Current formstack links applicant to conference expense form if they indicate needing an advance, but they still need to use that older form since it is a district form.

Classified PD application: request from Bryan after this is done

Streamlining process for everyone

- Need flow chart/site map for people applying for funding
- Propose to Cabinet that we change from PL to PD, reasons are:
 1. AFT contract says PD
 2. Fac, staff and admin have expressed confusion around naming convention

Web site edits

- Start by deciding name of section, then go from there
- Ex: changing landing page to just show the three main groups (fac, staff, admin), then link to info for Flex
- Need to update resources page and other pages on PL site

October 9th Flex planning

- English 105 event at CSM Cross- Campus English Retreat on **Flex Day, October 9th** from 12:00-4:00 pm at College of San Mateo in Building 14, Room 213.
- Last year was 120 attendance, this year we’re revising to 100 due to fewer on-campus sessions, PDA offerings, AB 705 meeting at CSM

New Faculty orientation planning

- Bryan Besnyi will lead accessibility training at this event in spring
- Need to get planning process started via PL committee
- What is cost, what are outcomes, etc
- Need to check in with VP Perez on his announcement at PBC that he is leading a faculty orientation training