Professional Development Planning Committee

Second Tuesday of the Month
May 13, 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
August Flex Planning FLEX_Communication_Plan_2025-2026 Draft.docx August 11, 12, 2025 – ANNAPISI focus • VERY Rough Draft Agenda October 8, 2025 - Undocually January 8, 9 2026 - April 16, 2026	**Feedback Responses:** April Flex received 31 survey responses—**twice the usual amount.** **Highlights:** Positive reception for student voices during opening. Appreciation for DEI-related sessions, strong facilitation, and classified inclusion. Sessions like RSI and wellness for equity workers were well received. Peer support and disability services presentations were noted for their impact. **Areas for Improvement:** More practical workshops desired. Interest in sessions on AI (Sarah Harmon will present in August). Duplicate Zoom links and room confusion need correction. Food quality was a concern; Pacific Dining feedback will be shared. Classified staff attendance and relevant sessions need better messaging and structure. **August 11–12, 2025 Flex Planning** **Theme:** ANNAPISI and Equity-Centered Programming **Draft Agenda Highlights:** • **Opening:** ○ Welcome and recognition by President Kim Lopez (30 mins). ○ ANNAPISI-centered student voices. • **Morning Sessions:** ○ Student Learning Outcomes / Program Learning Outcomes. ○ RSI training. ○ Controlled Digital Lending session (Sarah Harmon). ○ C.O.R.A. training (Community Overcoming Relationship Abuse). • **Afternoon Sessions:** ○ Program Review training. ○ Public Safety (expanded, based on feedback). ○ Soji Training (via San Mateo County Pride Center). ○ SEAP review session (timed to avoid overlap with new faculty orientation). ○ CE Pathways. ○ Potential CalSTRS info session. **Classified PD Suggestions:** • Interest in sessions focused on their roles and development.

	• Better communication and encouragement from management to attend. **Food Logistics:** • Discussion of alternative catering options welcomed, but preference for a manageable process. • Plan to streamline full-year orders with Pacific Dining, acknowledging the heavy planning workload on a small team. **New Ideas for Future Flex (October & Beyond):** • Showcase of CTE programs in an expo-style format. • Integration of counseling and faculty voices to improve student guidance. • Hands-on demonstrations from Interior Design, Fashion, and Healthcare programs. • Expanded student participation in breakout sessions.
LFM updates	**LFM (Leading from the Middle) Convening Updates** **Attendees:** Anniqua, Michiko, Ritu, Adriana, Candice, Jackie, and Alessandra **Focus Areas Identified:** 1. Ongoing equity-focused PD. 2. Assessment of PD efforts. **Proposed Actions:** • Conduct ecosystem mapping and create an institutional equity timeline. • Bring equity conversations into existing meetings (e.g., division and shared governance). • Analyze previous program reviews to assess and support equity efforts. • Code past flex sessions to identify gaps and redundancies in PD offerings.
If you haven't already, please take a moment to complete the Participatory Governance Survey.	Here's the link: https://smccdsurvey.sjc1.qualtrics.com/jfe/form/SV_2nxhjl9ZDl0UXjw
4.1.10 - Provide regular and frequent pedagogical training opportunities for faculty (i.e. Faculty Learning Program) (IPC)- May: Equity in Action.pptx PDPC_Highlights_Fall2024_Spring2025.pdf	

Reminders & Action Items

- **Participatory Governance Survey:**
   All committee members are encouraged to complete the Participatory Governance Survey to support institutional planning and shared governance improvements. Complete the Survey Here
- **Flex Day Proposals:**
   Faculty and staff are invited to submit session proposals for upcoming Flex Days. Use the form linked below to propose workshops, panels, or trainings. Submit a Flex Day Proposal
- **Equity Timeline Development:**
   The committee will begin compiling a comprehensive timeline of campus-wide equity efforts. This timeline will help contextualize progress and identify areas for continued focus. Members are encouraged to contribute institutional milestones, initiatives, and activities related to equity.

Summary of April Flex Feedback:

Session Variety Satisfaction
- Most respondents were *"very satisfied"* or *"somewhat satisfied"* with the variety of sessions.
- A few were dissatisfied, citing a lack of depth and practical application in certain workshops.

Most Valued Aspects
- **Student Voices**: The Opening Session featuring students with disabilities was consistently praised.
- **Community and Wellness**: The *"Community Care and Wellness for Equity Workers: Taking Care"* session received glowing reviews for fostering reflection and connection.
- **Faculty Peer Support**: Business faculty appreciated opportunities for community-building and exchanging ideas about AI and pedagogy.

Common Takeaways
- Importance of supporting students with disabilities and partnering with the DRC.
- Self-care pillars: sleep, movement, nutrition.
- Understanding of RSI (Regular Substantive Interaction) and linguistic justice concepts.
- Awareness and community support around AI integration in instruction.

Positive Themes
- **Strong facilitation** in wellness, disability services, and linguistic justice sessions.
- **Engagement with DEI topics** was praised and seen as essential to continue.
- **Appreciation for session interactivity** (e.g., breakout discussions, role plays).

Suggestions for Improvement
- **AI Expertise Needed**: Repeated requests for deeper, expert-led sessions on AI in the classroom.
- **More Tangible Examples**: Especially for RSI sessions—faculty want real, practical examples.
- **Food Quality**: Several complaints about cold, poorly labeled, or limited dietary option meals.
- **Clarity in Logistics**: Confusion about session locations and Zoom links.
- **More Student-Led Sessions**: Suggested to increase engagement and authenticity.
- **Longer Sessions for Key Topics**: Especially public safety and wellness-related content.

Topics for Classified sessions in April and October

- Public Safety
- DRC training
- Undocually
- Student-facing trainings on how to support students
- Use of technology in the college context (e.g., Adobe Acrobat, Outlook, etc.) – coordinated with the Business Office
- Business Office procedures
- Data analysis (PRIE)
- Faculty and classified collaboration – How best to support students

- Dedicate morning and afternoon sessions for longer attendance
- Connect with Ariel Smith for district-level PD for Counselors
- Banner sessions
- DRC- Dr. Scott's session repeated multiple times
- Time, Place, and Manner – Lizette Bricker
- Accessibility for classified staff – Lunch and Learn (summer)