



## Professional Development Committee

**MINUTES - Monday, October 10, 2022**

**2:00 – 3:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Denise Munoz, Diana Vera-Alba, Jackie Sabanos, Jan Jarrell, Jessica Luedtke, Linda Osborn, Patricia Lopez, Roma Weaver, Veleka Iwuaba
<b>Members not Present:</b>	John Bromma, Lisa Carulli
<b>Guests:</b>	Mindy Sloan
<b>Recorder:</b>	Debi King

### AGENDA

#### 1. Call to Order 2:04 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

<b>CONCLUSION</b>	Motion to approve by Diana, seconded by Patty – Agenda approved
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#### 3. Information/Discussion Item(s)

##### 3.1 Review Institutional Mission and Committee Governance page & Membership Vacancies

<b>DISCUSSION/ INFORMATION</b>	Committee members reviewed CE Mission Statement, PD website, and Governance Handbook PD page Current membership vacancies on PD Committee: <ul style="list-style-type: none"> <li>• Flex/Professional Development Coordinator, Chair</li> <li>• Dean, Student Services</li> <li>• Classified Professionals (4) to include 1 Supervisor and 1 Instructional Assistant</li> </ul>
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##### 3.2 Convocation and Flex Days

<b>DISCUSSION/ INFORMATION</b>	Mindy led discussion regarding the convocation, and FLEX sessions, at ECC in (8/31-9/2/2022) and shared the satisfaction survey results – overall, results were positive <ul style="list-style-type: none"> <li>• <u>Favorable:</u> <ul style="list-style-type: none"> <li>◦ Having a theme for the event</li> <li>◦ The T-shirts given to every attendee</li> <li>◦ Bringing in dancers, singers, and community members</li> <li>◦ Part-time staff having an opportunity to participate was well received</li> </ul> </li> <li>• <u>Unfavorable:</u> <ul style="list-style-type: none"> <li>◦ The heat during lunch</li> <li>◦ lack of sufficient shade umbrellas</li> </ul> </li> </ul> The virtual FLEX sessions on Friday had more participants than the in-person sessions
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##### 3.3 Round Table

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Program review, planning, resource request process is coming up – data has been revised and there's a new data dashboard – training provided by PRIE will be starting tomorrow</li> <li>• PD opportunities for faculty and staff on OER, textbook costs, grant opportunity for faculty to participate in – open to credit colleges and Continuing Ed</li> <li>• Passport to Success has opened - participants include five new contract employees and seven classified professionals – the President attended the first session</li> <li>• There was a FELI session at the end of August with a small cohort, but was successful – first day was via Zoom and the remaining days were in-person</li> <li>• ESL teachers volunteered their time to provide a workshop for beginning-level ESL teachers as part of FLEX week</li> <li>• Faculty Institute with about 25 participants – PRIE provided headcount/enrollment data, specifically how students are doing within their courses – another Faculty Institute will be provided next year to create action plans based on outcomes from this Faculty Institute</li> </ul>
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#### 4. Adjournment: Meeting adjourned at 2:51 PM

**Next Meeting:** November 14, 2022

**Minutes submitted by:** Debi King

**Minutes approved:**

By Committee on 12/12/2022