



## Professional Development Workgroup

### Minutes for Thursday, October 3, 2019

2:00 pm – 3:00 pm

Office of Human Resources – Conference Room HR03

#### Meeting Participants

##### Committee Members Present

Tanya Bogarin, Jessica Enders, Patricia Espinosa, Robert Holmes, Irene Morales, Annebelle Nery, Ph.D., Virginia Ortega, Christen Smith, Sheri Willis, Mark Zacovic, Ph.D.

##### Committee Members Not Present

Donna Greene, Andrea Staehle, Terri Wilson, Jessica Enders, Pam Hunter

##### Recorder

Melissa Galloway, Ed.D.

#### Meeting Minutes

##### 1. Call to Order/Recap of last year's workgroup meetings

- The meeting was called to order at 2:04 pm
- Dr. Mark Zacovic recapped last year's professional development workgroup meetings
- Goals of the workgroup and the Professional Development Survey. Dr. Nery offered to bring in some samples of professional development charters to a future Professional Development Workgroup meeting

##### Information/Discussion Items

##### 2. Great Colleges to Work for (Nery)

- Played the video from Great Colleges to Work For <https://vimeo.com/357894767>
- Video encouraged registration in the 2020 Program at Great Colleges to Work For
- Employee survey that is different from the survey that is connected to the Diversity Workgroup
- Reviewed the content on [greatcollegesprogram.com/timeline](http://greatcollegesprogram.com/timeline)

### **3. Equity Speaker (Nery)**

- The committee reviewed the bio of Shaun Harper, Professor, USC Marshall School of Business; Executive Director, USC Race & Equity Center
- Dr. Nery shared information about an equity speaker, Shaun Harper
- Harper's training topics including equity, diversity, and inclusion

### **4. Current Professional Development Opportunities**

- Fall Technology Training Calendar (Willis)
- CSEA, Keith is working on a few staff opportunities for professional development

### **5. Roundtable**

- Discussion about various resources for funding professional development activities and referenced information previously gathered
- Possible need to hire a Professional Development Manager to have a specific person in charge of managing professional development, 12 month position
- Idea of having Mock Interview Training available (Ortega)
- A focus on training outcomes and goals (Willis)
- Desire to see an increase in attendance of trainings to go from an average of 4-5 employees to approximately 30 or more employees (Homes)
- Shared an example of Mock Interviews being conducted for professional development. Participants submit their resume, had interviews recorded, and participants receives feedback on how they performed during the mock interview process (Zacovic)

### **Future Agenda Topics**

- Discuss samples of professional development charters

### **Adjournment**

The meeting was adjourned at 3:12 pm

### **Next Meeting**

Thursday, November 7, 2019

2:00 pm – 3:00 pm

Office of Human Resources – Conference Room HR03



## Professional Development Workgroup

### Minutes for Thursday, November 7, 2019

2:00 pm – 3:00 pm

Fiscal Services – Conference Room FS03

#### Meeting Participants

##### Committee Members Present

Tanya Bogarin, Jessica Enders, Donna Greene, Robert Holmes, Irene Morales, Annebelle Nery, Ph.D., Andrea Staehle, Terri Wilson

##### Committee Members Not Present

Patricia Espinosa, Pam Hunter, Virginia Ortega, Sheri Willis, Mark Zacovic, Ph.D.

##### Recorder

Terri Wilson

#### Meeting Minutes

##### 1. Call to Order/Recap of last year's workgroup meetings

- The meeting was called to order at 2:06 pm

##### Information/Discussion Items

##### 2. College Planning Council Committee Description (Staehle)

- Reviewed the Professional Development Committee Description and recommended changes
- The committee description is being developed for the 2020-2021 College Planning Council Handbook

##### 2. Follow-up Items

##### 2.2 Task of

##### 2.2 Due by

Send out revised committee description. Workgroup to review and recommend any additional changes.	A. Staehle	December 5, 2019
Send VRC link to the workgroup	A. Staehle	

### 3. Professional Development Plan (Staehele)

- Distributed sample professional development plan from Merced College, Palomar College, Riverside City College, and San Jose City College
- Discussed possible goals within the professional development plan
  - Year 1: Baseline Data, Vision Resource Center (VRC) – implement pilot through FLEX and evaluate
  - Year 2: Additional Professional Development Days, full implementation of VRC
  - Year 3: Consolidate all professional development activities

3. Follow-up Items	2.2 Task of	2.2 Due by
<b>Review &amp; select professional development plans that could be incorporated and adjusted to fit the needs of our institution</b>	<b>Workgroup</b>	<b>Next Meeting</b>

### 4. Timelines for CPC Description and Professional Development Plan

- Present the committee description to CPC in February and March
- Dr. Zacovic to present the plan at the joint Senate/Executive Cabinet meeting
- Complete the 2020-2021 Professional Development before May 2020

### 5. Roundtable

- Discussion about classified professional development day

### 6. Good of the Order

### Future Agenda Topics

- Finalize the CPC Professional Development Committee Description
- Select Top Professional Development Plan

### Adjournment

The meeting was adjourned at 2:50 pm

### Next Meeting

Thursday, December 5, 2019

2:00 pm – 3:00 pm

Office of Human Resources – Conference Room HR03



## Professional Development Workgroup

### **Minutes for Thursday, December 5, 2019**

2:00 pm – 3:00 pm

Office of Human Resources – Conference Room HR03

#### Meeting Participants

##### Committee Members Present

Tanya Bogarin, Tony Carrillo, Jessica Enders, Robert Holmes, Annebelle Nery, Ph.D., Virginia Ortega, Andrea Staehle (Chair), Terri Wilson, Mark Zacovic, Ph.D.

##### Committee Members Not Present

Patricia Espinosa, Donna Greene, Pam Hunter, Irene Molares, Sheri Willis

##### Recorder

Melissa Galloway

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

The meeting was called to order at 2:04 pm.

##### **2. Action Items**

###### **2.1 Approval of Agenda**

- The agenda for was approved with no changes.

###### **2.2 Approval of Meeting Minutes**

- The committee approved the November 7 meeting minutes with no changes.

##### **3. Information/Discussion Items**

###### **3.1 Professional Development Plan Discussion - Andrea**

- Preferred Professional Development Plans were discussed.
- Committee members shared the top two plans.

- Majority of the members had Merced as their first or second choice of preferred Professional Development Plans.
- Andrea agreed to share the College of the Canyons Professional Development Plan with the committee via email.
- Dr. Nery suggested the committee create a statement from the college about Professional Development, not necessarily a vision statement or vision statement, but an overarching goal.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Workgroup meeting over winter session	Andrea Staehle	January 2020

#### 4. Good of the Order

- The committee agreed the next Professional Development Workgroup meeting will be on February 6, 2020 and the volunteers for the Winter Session workgroup will meet in January.
- Robert, Jessica, Dr. Nery, and Andrea volunteered to participate in the workgroup over Winter Session. This group will meet for a working lunch meeting in January 2020.

#### 5. Future Agenda Topics

- Discuss the Professional Development statement samples.
- Andrea announced she would get these to the Professional Development Workgroup before the next meeting so the committee members could review them prior to the February meeting.

#### 6. Adjournment

The meeting was adjourned at 2:28 pm.

#### Next Meeting

Thursday, February 6, 2020

2:00 pm – 3:00 pm

Office of Human Resources – Conference Room HR03



## Professional Development Workgroup

### **Minutes for Thursday, February 6, 2020**

2:00 PM – 3:00 PM

Office of Human Resources – Conference Room HR03

#### Meeting Participants

##### Committee Members Present

Tony Carrillo, Jessica Enders, Patricia Espinosa, Donna Greene, Annebelle Nery, Ph.D., Andrea Staehle (Chair), Terri Wilson, Mark Zacovic, Ph.D.

##### Committee Members Not Present

Tanya Bogarin, Robert Homes, Pam Hunter, Irene Molaes, Sheri Willis

##### Guest

Kassie Polovick

##### Recorder

Melissa Galloway, Ed.D.

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 2:03 pm.

#### **2. Action Items**

##### **2.1 Approval of Agenda**

- The agenda for February 6 was approved with no changes.

##### **2.2 Approval of December 5 Minutes**

- The minutes were approved with no changes.

#### **3. Information/Discussion Items**

##### **3.1 College Planning Council (CPC) Committee Description Update**

– Andrea

### **3.2 Professional Development Plan Feedback Discussion - Andrea**

- Committee members shared

### **3.3 Next Meeting Date**

Committee

### **4. Good of the Order**

- Kassie Polovick (Human Resources Technology Specialist) introduced herself to the Professional Development Workgroup.

### **5. Future Agenda Topics**

- Discuss feedback on the Professional Development Plan

### **6. Adjournment**

The meeting was adjourned at 2:19 pm.

### **Next Meeting**

Thursday, April 2, 2020

2:00 pm – 3:00 pm

Zoom Meeting



Professional Development Workgroup  
Spring 2019 Summary

Members included all classifications; Guided Pathways representative; representatives of other training committees; and Fiscal Services

Purpose of the workgroup

- Quality Focus Essay #2
- Improve institutional professional development

Goal of the workgroup

- Develop institutional professional development plan
  - o Need to complete a needs assessment (survey) prior to completing the plan
- Recommend to CPC a Professional Development Committee (2020 CPC Handbook)
- Create a Professional Development Plan
  - o Why, What, How
  - o Example plans: Norco College (Guided Pathways); Palomar; College of the Canyons; Cerritos
- Potential into creating a professional development manager

Other sources of information

- Vision Resource Center
- SB 590 (Classified employee professional development)
- Guided Pathways: professional develop should support guided Pathways since this is a priority across the California community college system and at COD
- PACE (not-for-credit, fee based)
- Information Technology trainings
- Outreach and Training Subcommittee

Budget

- Variety of areas can help contribute
  - o EEO (Diversity)
  - o Guided Pathways
  - o Grants

To Do

- Create a survey to send to the campus community
- Create a professional development plan
- Recommend a Professional Development Committee to CPC
  - o Potential recommendation for and employee to oversee and manage professional development
- Address QFE #2