EVC Staff Development Committee
Meeting Minutes
Thursday, 09.02.2021

Attendees
John Kaufmann
Andres Quintero
Shashi Naidu
Baljit Nagi
Mark Gonzales
Martha Hardin
Nasreen Rahim
Ingrid Rottman
Sue Wetzel

Meeting Minutes
1. Meeting Called to order: 3:03
2. Meeting Minutes Approved
3. Agenda Adopted
4. New Committee member Martha Hardin (counseling) welcomed
5. We confirmed calendar and Zoom links for 2021/22 meetings are working
6. Informational Updates
   a. Committee Membership for 2021-22 is set:
      i. All divisions are represented
      ii. Still seeking a secretary volunteer
   b. 2021-22 Meeting times and format confirmed: 1st and 3rd Thursdays from
      3:00-4:30 on Zoom (at least for the fall semester)
   c. JK updated on ESL Alternate PDD communication - not an option for fall
   d. Shared PDD: By the numbers
      i. 1,400 separate attendance form responses
      ii. 116 lunch RSVPs
      iii. 23 Separate Breakout sessions
7. Items for discussion
   a. Best way to inform EVC community of meetings/links
      i. JK will send out all-campus information with semester dates and Zoom links. This will refer people to the website for minutes and agendas.
ii. JK will send minutes and agendas to Shashi Naidu to add to the website

iii. Will not send an all-campus email for each meeting.

b. PDD: What went well? What could we improve?
   i. On-line program: Versatile and worked well
   ii. Lunch: Well received, nobody went hungry who wanted a lunch. Some positive feedback on vendor and sandwich choices.
   iii. Virtual Format: worked well. Helped to have designated help for tech and chat. Suggestion of adding a person to watch out for Zoom bombing/inappropriate dress/behavior.
   iv. Full Group Sessions: Went well with few technical glitches. Stayed on schedule throughout event.
   v. Student Panel: Positive responses. Idea to include campus organizations to suggest/supply students (enlace, Umoja, etc.) to give wider ownership and include wider representation. Possibly also invite a moderator from the campus community.
   vi. Breakout sessions:
   1. Lots of strong offerings, attendance was strong.
   2. PERS panel (presented by an outside organization) was the most problematic - difficult for some to join.
   3. One suggestion to have longer panels (good ones wanted more time, but less-engaging panels were too long…)
   4. We are ready as a campus to dig deeper into 508 compliance (session felt too basic)
   vii. Attendance tracking: Single form worked well. One request to include attendees division/department on form. Seems doable.
   viii. Accessibility: Our efforts and
   ix. Other Aspects
   1. PDD timing makes engagement difficult for folks in some campus positions, like counselors, registrars, etc.
   2. Keep sharing templates with presenters with reminders/wording on accessibility, attendance, etc.
   c. JK Shared some pictures from zooms and in-person sessions

8. Action Items
   a. Funding request docs handover (Ambica needs to get this to JK)
   b. Update form for funding with current chair, etc.
   c. Idea/Request to update funding forms to a more modern online form.
   d. Start looking toward our next PD days:
      i. Friday, January 28, 2022
ii. Friday, March 25th, 2022
9. Next Meeting: September 16th at 3:00 PM
   a. Join with link: https://sjeccd-edu.zoom.us/j/96323127779