

EVC Staff Development Committee

Meeting Minutes

Thursday, 10.7.2021

In Attendance: John Kaufmann, Martha Hardin, Khanh-Hoa Nguyen-Wong, Abdie Tabrizi, Ambica Gill, Ingrid Rottman, Baljit Nagi, Josh Russell

Visitor: Academic Senate President Garry Johnson

Meeting Minutes

1. Meeting Called to order: 3:06
2. Meeting Minutes Approved
3. Agenda Adopted with clarification of Item 7E PD stands for Professional Development Center previously known as the Teaching Learning Center (TLC).
4. Recognition and Announcements
 - a. Welcomed new Committee Member Josh Russell! (Marketing) Josh announced tomorrow is the second new employee orientation.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
 - a. Secretary Martha Hardin volunteered.
 - b. Budget Update

Treasurer Abdie explained we have not been able to spend all the funds. Ambica advised the committee funding's for approval of funds and funding spent for Staff Development has been consistent. She recommends John email, Kathy Tran, requesting the final numbers for this fiscal year's funds and our other line budget for resources. The chair will track the budget and manage SD funds. The Treasurer will process forms for requests for special items. On average we are at 75% if we do not advertise. The 2019/2020 funds were not exhausted. John will track the 2021/2022 funds. John shared an excel spreadsheet he created to track requests. Ambica recommends keeping track of an approved and paid list.
7. Items for discussion
 - a. Language and approval for 10% Release Time for Faculty Mentorship in a new contract. Discussion with Garry Johnson.

Garry honored our committee for being a hard-working committee and thanked Ambica. The AFT was successful in funding a 10% release time for Faculty Mentors for the Faculty Mentorship program. The goal is to create a more formal process, defining what a mentor and a mentee is, including an evaluation, and

resources. Garry demonstrated an example from Gavilan college <https://www.gavilan.edu/staff/mentors/become.php#become> John and Garry will create documents to define the program and how to evaluate it. The contract has specific language that management, the Dean will appoint the mentor usually somebody within the same faculty group and within the same division and who has some expertise. There is no process to go through the Academic Senate or AFT. SD committee has purview over this because it is one of our Ten plus one. It will be a one-year appointment. Mentors cannot sit on the Tenure Review Committee. We are potentially going to hire 12 new faculty by next Spring 2022. Our committee needs to create the documents, vote on them, send them to the A.S, then post collegewide. We must finish this project by the end of Fall 2021. This language will be included in the Classified contract next bargaining session if not included in this year's contract.

- b. Name change to Professional Development Committee? Steps? John proposed the Staff Development Committee name be changed to the Professional Development Committee because we serve staff, classified professionals, adjuncts, and faculty. A motion was approved to move this item to Action Items see below.
- c. Origins of Professional Development Plan Document (2020-21) John showed us the documentation that Ambica created which needs to be revised. The content comes from our contract and district website.
- d. Suggested Additions to SDC Annual Goals for 21-22? We may revise the document and add some goals. The Professional Improvement Committee (PIC) is the subcommittee that the A.S. appoints to approve the faculty alternate plans for the Spring March PDD. PIC is usually composed of the VP, A.S. President, and a faculty member.
- e. Thoughts on inviting reps from Professional Development (PD) Center, Distance Ed Committee, Guided Pathways, and Professional Improvement Committee. The PD Center was the Teaching Learning Center (TLC) which is no longer in existence. The Guided Pathways committee was composed of all the chairs of committees on campus. Every committee was supposed to be aligned. There has not been any follow-up. Guided Pathways is still ongoing with the Counseling Division and the EVC First Stop Center (FSC) in which all divisions assisted counselors in creating Career Academic Pathways (CAPs) which are roadmaps for new students in which courses to take each semester. Nasreen recommends building a close tie with the chair of these committees and perhaps invite them to our meeting.
- f. Revisiting PD funds form (considering more recent form)

- i. Funding Priorities John shared the PD Funding forms. Recommended reordering the priorities. Abdie and Ambica confirmed it is on a first come first serve basis. Our committee only ensures guidelines are followed. There is no checklist or rubric. We will revise the criteria, then create a rubric. Ambica states we do not have a lot of applications coming in therefore we do not need to prioritize the items.
 - ii. Post Activity Value Demonstration/tracking. A conversation of “demonstrate the value learned...” was held. Members state this requirement is important. Members recommend asking faculty to present at PDD as a workshop, having a place to upload examples, uploading conference success stories to our website, creating a Canvas Shell. Josh suggests using Microsoft Teams.
 - iii. Form/signing logistics (shift to all-virtual) One of our goals included with the new forms. John asked for a volunteer who has experience with Adobe Doc u sign. John will bring an example to the next meeting.
 - g. Early ideas for January and March PD Days
- 8. Action Items
 - a. PDD Student Panel Stipend follow-up - Let’s get them paid! John received an email from a student. Raniyah states it is in process.
 - b. Funding form/process follow-up
 - c. Website update: adding agendas and minutes
 - d. JK: Invite collaborator committee chairs to next meeting
 - e. Start looking toward our next PDD
 - F. Name change to Professional Development Committee

Members approved the name change. The Staff Development Committee’s name will be changed to the Professional Development Committee. A resolution was made “The SDC to the PDC committee”. Resolution: “Henceforth, the Staff Development Committee will become the Professional Development Committee to better reflect those we serve in our committee’s charge.” John will revise the resolution and bring it to the next meeting. Once the resolution is approved, we will put it on the agenda for the A.S. as an action item. Abdie advised checking with the PRC Committee. We will notify the PRC committee chair in the A.S. meeting.
- 9. Next Meeting: October 21st at 3:00 PM
 - a. Join with link: <https://sjeccd-edu.zoom.us/j/96323127779>
Meeting Adjourning at 4:22 pm