Professional Development Committee

Meeting Agendas and Notes

Spring 2016

Feb 1st
Feb 22nd
March 7th
March 28th
April 7th
April 18th
May 2nd
May 16th
Professional Development Committee
February 1, 2016   GE118  1:00-2:30

Agenda

Approval of Agenda

Review Meeting Notes Notetaker

Update about presentation to CAC on

Emailed the Academic Senate- Need  2 faculty

Spring 2016 Conference Requests: None

Spring (January 29, 2016) 2016 PDD Update

April 9, 2016 PDD (Alternate Day)


April 13, 2016 Tentative Date for Employee Recognition Ceremony (1:00-2:15) T415

Ongoing Workshops & Webinars

Topics & Suggestions (Moodle, TracDat)

Other (2015-16 Goals)

 Goal 1: Establish attainable goals. (Include area that demonstrates SLO professional responsibility.)
 Goal 2: Evaluate the procedures.
 Goal 3: Review committee charge and establish attendance procedure and align with mission.
 Goal 4: Establish a 2015-16 planning calendar.
 Goal 5: Draft and develop a professional development plan.
 Goal 6: Review and revise rubric for awards.
 Goal 7: Revise the application form to reflect limit on amount of attendees to one conference.
 Goal 8: Identify new form to gather employee responses/assessment.

Semester Meeting Schedule: (1:00-2:30, GE118) Feb 1st & 22nd; March 7th & 28; April 4th & 18th; May 2nd & 16th
Professional Development Committee Meeting Notes, February 1, 2016 GE118 1:00-2:30

Present: Duncan Graham, Claudia Amador (Ex-Officio), Celia Cruz-Johnson; Heidi Kozlowski (Guest, Distance Education Coordinator)

Agenda

Approval of Agenda- An item was added Other, Distance Education Update

Notetaker-No volunteers.

Update about presentation to CAC- The presentation was an Informational item. Duncan stated that the committee just requires annual updates from the committees that they oversee. The powerpoint used was emailed to the Office of Academic Affairs prior to the presentation. Celia asked what actions did CAC take with the Committee Charges that had been submitted to the previously. Duncan replied that he would follow up with the committee to determine where this was.

Email the Academic Senate- Celia emailed again the Academic Senate seeking two additional volunteers. Lenora sent out the notice.

Spring 2016 Conference Requests: NO conference request were reviewed. However, it was discussed that summer conferences can be approved, but for accounting purposes any conference during July and August is counted as the next fiscal year’s expense.

Spring (January 29, 2016) 2016 PDD Update-Celia stated the survey will be emailed by week’s end.

April 9, 2016 PDD (Alternate Day)-Celia will meet with President Breland this week to discuss the upcoming PDD.


Heidi suggested that we also offer a session on CANVAS and Turnitin.com.

April 13, 2016 Tentative Date for Employee Recognition Ceremony (1:00-2:30) T415- Celia corrected the ending time for the ceremony; it should have stated 2:30. The nomination forms need to be reviewed and revised if needed. The four categories are: Adjunct, Full Time, Administrator, and Classified.

Ongoing Workshops & Webinars

Topics & Suggestions (Moodle, TracDat)

Other- Heidi shared the Academic Senate had endorse SJCC adopting the Online Education Initiative and that Vice-Chancellor Seaberry has agreed to financially support 3-4 hours of CANVAS Training for SJCC
faculty. Heidi is not sure when this will take place, but expects it to be during the summer. She will begin to offer 1 hour Canvas Training in late March. Duncan suggested that the training sessions can be recorded and offered through CCC Confer.

Adjourned at 2:00pm.
Agenda

Approval of Agenda

Notetaker

Welcome New Members/Guests: William Reyes and Christina Johnson

Professional Development Plan Discussion and Next Steps

Spring 2016 Conference Requests: M Berke, ASCCC & Accreditation, W Reyes and C Chavez for Online Teaching Conference in San Diego, June 2016

January 29, PDD Lime Survey Update (invitation and 2 reminders)

April 8th PDD: Food; Location: Main Gym or Theater; Set Up (Custodial, Linens, Tech-music, sound system); Format and Meeting with President Breland; Expected attendance:

Proposals Received are: Classified Senate Update; Introduction to Turnitin and its Features, 10 Kinds of Plagiarism, and NBC Learn; Great Ideas For Including All – G.I.F.I.A.; Understanding your Faculty Rights and Obligations;

Need proposals from CROA, Civility, DSPS; Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop

Other Suggestions: STRS, Safety, PERS, Understanding Classified Contract –E Luna, Moodle to Canvas, Intake Process for New Students, TracDat, Steps of an Assessments, Closing the Loop in SLO Assessments, Student Panel, Finance Committee/Budget Allocation, Dealing with Disruptive Students

April 13th Employee Recognition Ceremony, 1:00-2:30, T415, Finger Food

Nomination Forms

What do we need to order?

Ongoing Workshops & Webinars Topics & Suggestions

Other
Present:  Heather Jellison, Bunnie Rose, Maria Avalos, Celia Cruz-Johnson
Ex-Officio: Claudia Amador

Agenda

Approval of Agenda

Notetaker - Celia

Welcome New Members/Guests: The committee welcomed William Reyes (Counsellor) and Christina Johnson (Adjunct Business Instructor) who had been approved by the Academic Senate. Maria stated that William was unable to attend the meeting because he had appointments with students; however, he will add the scheduled committee meetings to his calendar. Christina was absent.

Professional Development Plan Discussion and Next Steps: The committee mentioned minor changes to the plan. Celia will bring to the next meetings the revised version; the committee can continue to submit additional information to be included in the document. Then she will email it to the Academic Senate and College Advisory Council and attend their meetings to officially present it and seek their support.

Spring 2016 Conference Requests Received: Committee members reviewed funding applications from: Michael Berke, ASCCC & Accreditation, (applied for matching funds for the President’s Office Pilot Grant; William Reyes, Online Teaching Conference in San Diego, June 2016 (applied for matching funds from BSI Conference Funding); and Carlos Chavez, Online Teaching Conference in San Diego, June 2016 (applied for matching funds from BSI Conference Funding).

April 8th PDD Update. Claudia asked for a quote from Fresh and Natural. The event will be in the Main Gym. President Breland is coordinating a speaker. The Work request for Set Up, Custodial, Linens, Tech-music, sound system were submitted. It is a mandatory event, so everyone should be there. There hasn’t been any notification if the Student Services Offices will be closed for the day.

So far we have received proposals from Classified Senate Update; Introduction to Turnitin and its Features, 10 Kinds of Plagiarism, and NBC Learn; Great Ideas for Including All – G.I.F.I.A.; Understanding your Faculty Rights and Obligations;

Others have expressed interest to present but need to submit their proposals from CROA, Civility, DSPS; Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop.

There were other suggestions made for possible workshops. The suggestions include: STRS, Safety, PERS, Understanding Classified Contract – E Luna, Moodle to Canvas, Intake Process for New
Students, TracDat, Steps of an Assessments, Closing the Loop in SLO Assessments, Student Panel, Finance Committee/Budget Allocation, Dealing with Disruptive Students.

**Employee Recognition Ceremony**- The activity will be on April 13 from 1:00-2:30 in T415. Employees received an email announcing the event and to Mark Your Calendar.

  We will have finger food. Claudia will ask Kevin from Fresh and Natural for a quote.

  The Nomination (Administrator, Classified, Adjunct and Full Time Faculty) Forms will be emailed. Bunnie will run the Longevity Reports and will contact the Human Resources for the list of retirees.

  What do we need to order? The Office of the Vice-President of Academic Affairs will order the pins and other material that would be awarded.

**Ongoing Workshops & Webinars Topics & Suggestions**- Celia elicited from the committee topics for possible workshops and webinars. Maria mentioned that CSEA offered a wide range of topics but they need advanced notification. She is interested in offering additional workshops with the facilitator from CSEA.

**Other**

  Celia will be out for the March 7th meeting. She asked for a volunteer to chair the meeting. Heather volunteered.

  Semester meetings are: March 7th & 28th, April 7th & 18th, and May 2nd and 16th. All meetings will be in GE118.
Professional Development Committee

March 7, 2016    GE118  1:00-2:30

Agenda

Approval of Agenda

Notetaker : Chair for the Day, Heather Jellison

Welcome New Members/Guests

Professional Development Plan Discussion and Next Steps

Spring 2016 Conference Requests: (1) Phil Crawford, Online Teaching Conference, June 2016, $500; (2) Jessica Smay, GSA Regional Meeting, April 4-6, 2016, Ontario, Canada) (Need voting done)

January 29, PDD Lime Survey Update: 72 complete surveys. Gift card winners: Hilario Garcia, Student Affairs; Roland Montemayor, Student Affairs; Joanne Cabanilla, Math & Science; Tina Chen, Language Arts; Leslyn McCallum, Language Arts; Webster Hamilton, Language Arts

April 8th PDD: Food; Location: Main Gym; Set Up (Custodial, Linens, Tech-music, sound system)

Proposals Received are: Classified Senate Update; Introduction to Turnitin and its Features, 10 Kinds of Plagiarism, and NBC Learn; Great Ideas For Including All – G.I.F.I.A.; Understanding your Faculty Rights and Obligations;

Additional Proposals Received: African American Males in College: Perceptions, Experiences, Perspectives; Student Panel: What is Important to Students?; Demystifying DSP&S procedures; (Need t voting done)

Still Need Proposals from CROA; Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop; Classified Employee Know Your Rights

Other Suggestions: STRS, Safety, PERS, Understanding Classified Contract –E Luna, Moodle to Canvas, Intake Process for New Students, TracDat, Steps of an Assessments, Closing the Loop in SLO Assessments, Student Panel, Finance Committee/Budget Allocation, Dealing with Disruptive Students

April 13th Employee Recognition Ceremony, 1:00-2:30, T415, Finger Food

Nomination Forms- sent out- 5 nominations received so far

Ongoing Workshops & Webinars Topics & Suggestions: 30-minute Webcast, Hall Pass from Elijah: Strategies for the Classroom, March 8, 2016

Other
Professional Development Committee                                                  March 7, 2016    GE118  1:00-2:30

Present: Maria Avalos, Claudia Amador, Heather Jellison, Bunnie Rose, William Reyes

Agenda

Approval of Agenda

Chair for the Day was  Heather Jellison, ESL Instructor. Celia was on an ACCJC Visiting Team event.

Welcome New Members/Guests : None.

Professional Development Plan Discussion and Next Steps

Spring 2016 Conference Requests:- Committee members voted for the following conference request:
(1) Phil Crawford, Online Teaching Conference, June 2016, $1,00; (Applied for President’s Office Pilot Matching Funds too.)

(2) Jessica Smay, GSA Regional Meeting, April 4-6, 2016, Ontario, Canada, $700  (Applied for President’s Office Pilot Matching Funds too.)

January 29, PDD Lime Survey Update: 72 surveys were completed. The winners of the gift card winners were: Hilario Garcia, Student Affairs; Roland Montemayor, Student Affairs; Joanne Cabanilla, Math & Science; Tina Chen, Language Arts; Leslyn McCallum, Language Arts; Webster Hamilton, Language Arts. Congratulations to all.

April 8th PDD: Food; Location: Main Gym ; Set Up (Custodial, Linens, Tech-music, sound system)

The proposals voted for have been: Classified Senate Update; Introduction to Turnitin and its Features, 10 Kinds of Plagiarism, and NBC Learn; Great Ideas For Including All – G.I.F.I.A.; Understanding your Faculty Rights and Obligations;

These proposals were voted at this meeting: African American Males in College: Perceptions, Experiences, Perspectives; Student Panel: What is Important to Students?; Demystifying DSP&S procedures. Claudia collected the votes and delivered to Celia.

Additional proposal need to be voted on: CROA; Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop; Classified Employee Know Your Rights

Maria Avalos will contact Eileen Lune regarding offering the workshop: Understanding Classified Contract. Maria stated that Eileen had visited the Classified Employee meeting and they expressed interested in receiving additional information.

Other Suggestions : STRS, Safety, PERS, Moodle to Canvas, Intake Process for New Students, TracDat, Steps of an Assessments, Closing the Loop in SLO Assessments, Student Panel, Finance Committee/Budget Allocation, Dealing with Disruptive Students
April 13th Employee Recognition Ceremony, 1:00-2:30, T415, Finger Food

Nomination Forms- sent out- 5 nominations received so far

Bunnie updated that the Longevity List is ready. She is checking the hiring dates.

Ongoing Workshops & Webinars Topics & Suggestions: The faculty were invited to view the 30-minute Webcast, Hall Pass from Elijah: Strategies for the Classroom, March 8, 2016. Celia sent them the log information.

Other-None.
Professional Development Committee

March 28, 2016    GE118  1:00-2:30

Agenda

Approval of Agenda

Notetaker : Welcome New Members/Guests :

Professional Development Plan Discussion and Next Steps

Spring 2016 Conference Requests: (Need voting done)

Jennifer Deatherage, Athletic Equipment Managers Association, Las Vegas, June 13-16, 2016, $990.00;

Corinne Salazar, Classified Leadership Institute 2016, Ventura, June 16-18, 2016, $1,255;

Julinda LeDee, Classified Leadership Institute 2016, Ventura, June 16-18, 2016, $1,255;

Mary Conroy, Ecology and Sustainability: Experiences with Mexico’s Biocultural Diversity Professional Development Institute for Secondary & Community College STEM and Social Science Educators, July 14-24, 2016;


April 8th PDD: Food; Location: Main Gym ; Set Up (Custodial, Linens, Tech-music, sound system)

Breakout Sessions: (See handout)

Tentative Agenda: (See handout)

Still Need Proposals from CROA; Across the disciplines conversation about SLOS & Bob Pacheco’s Workshop;

April 13th Employee Recognition Ceremony, 1:00-2:30, T415, Finger Food

Nomination Forms- sent out- nominations received so far

Ongoing Workshops & Webinars Topics & Suggestions:

Other
Members Present: Heather Jellison, Maria Avalos, Lamel Harris, William Reyes, Celia Cruz-Johnson.
Bunnie Rose

Agenda- Agenda was approved without additions or deletions.

Notetaker: Celia

Welcome New Members/Guests: None

Professional Development Plan Discussion and Next Steps: The plan was postponed for the next two meetings: March 7th and March 28th.

Spring 2016 Conference Requests: The committee members reviewed and voted on the conference applications received:

Jennifer Deatherage, Athletic Equipment Managers Association, Las Vegas, June 13-16, 2016, $990.00;
Corinne Salazar, Classified Leadership Institute 2016, Ventura, June 16-18, 2016, $1,255;
Julinda LeDee, Classified Leadership Institute 2016, Ventura, June 16-2016, $1,255;
Mary Conroy, Ecology and Sustainability: Experiences with Mexico’s Biocultural Diversity Professional Development Institute for Secondary & Community College STEM and Social Science Educators, July 14-24, 2016 (Applied for President’s Office Pilot Matching Funds)
Irina Krylova, Lowering Activation Energy, Quantitative Biology Summer Institute 2016, Raleigh, June 19 to 24, 2015 (Applied for President’s Office Pilot Matching Funds)

Maria Avalos stated that in order to continue with the “Transparency” of how funding is distributed, she would like to see the amounts for conferences awarded to employees. Celia stated that she sends that information to VP Graham and President Breland at the end of the year. She will email it to the committee member and will post something similar on the college website.

April 8th PDD: Food; Location: Main Gym; Set Up (Custodial, Linens, Tech-music, sound system)

Celia distributed the list of Breakout Sessions. She stated that she had met with President Breland and discussed the tentative agenda. President Breland made minor additions; he suggested to offer 45 minute Breakout Sessions. This will give employees the opportunity to attend multiple sessions.

Celia will contact Judy to verify the Fresh and Natural have the menu for the day. Continental breakfast and hot lunch served by Fresh and Natural employees.

Bunnie stated that there would be sign in 4 tables outside the Main Gym. The AM sign in sheets will be picked up at 11 am. A new sign in sheet will be placed on a table in the gym foyer. This is for the faculty who arrive at lunch time.
Breakout Sessions: (See handout)

Tentative Agenda: (See handout)

**April 13th Employee Recognition Ceremony Update** - The 4th Annual Employee Recognition Ceremony will be on April 13th from 1:00-2:30 in T415. There will be Finger Food-cookies, fruits, chees, spa water.

The Nomination Forms were announced; so far Celia has received 6 nominations.

**Ongoing Workshops & Webinars Topics & Suggestions:**

**Other** - No additional items added.

Meeting adjourned at 2:30
### Professional Development Day

**April 8, 2016**

**Breakout Sessions 1:30-3:00 (Business Building)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Presenter(s)</th>
<th>Location</th>
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<tbody>
<tr>
<td>Great Ideas For Including All – G.I.F.I.A.</td>
<td>Shelley Giacalone &amp; Leslyn McCallum</td>
<td>B-207</td>
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<tr>
<td>Overview of Collective Bargaining Agreement</td>
<td>Eileen Luna</td>
<td>B-209</td>
</tr>
<tr>
<td>Classified Senate Workshop with A.C.C's Council</td>
<td>Julinda LaDee, Laurel Kinley, Shundra West, &amp; Jim Wilson</td>
<td>B-201</td>
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<tr>
<td>Distance Education Updates and Tools to Try: Turnitin, NBC Learn,</td>
<td>Heidi Kołowski</td>
<td>B-202</td>
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<td>Canvas, new DE Policies, and What to Expect from the Visiting</td>
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<td>Accreditation Team Fall 2016</td>
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<tr>
<td>Self Panel: African American Males in College: Perceptions,</td>
<td>Khalid White, and students panelists: Steven Smith, Jr., DeLon</td>
<td>B-204</td>
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<tr>
<td>Experiences, Perspectives</td>
<td>Parker, &amp; Donald Wattersdy</td>
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<tr>
<td>Understanding your Faculty Rights and Obligations</td>
<td>Barbara Handling, David Yancey, &amp; Mark Newton</td>
<td>B-208</td>
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<tr>
<td>Student Panel: What is Important to Students?</td>
<td>Blakely Balajade, Associated Student Governance Officers, &amp; Student</td>
<td>B-102</td>
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<td>Leaders</td>
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<tr>
<td>GE SGOs: Assessments and Ideas for Instruction</td>
<td>Student Learning Outcomes &amp; Assessment Members</td>
<td>B-106</td>
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<tr>
<td>Finance Committee – Resource Allocation Q&amp;A</td>
<td>Keiko Kimura, Deanna Herrera, Lina Brasil, Chris Frazier, Judith Bell, &amp;</td>
<td>B-203</td>
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<tr>
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<td>Sandra Hreniestro</td>
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<tr>
<td>Accreditation Self-Assessment, Q &amp; A</td>
<td>Duncan Graham, Celia Cruz Johnson, &amp; Bob Pacheco</td>
<td>B-205</td>
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<tr>
<td>Demystifying DSP &amp; Procedures</td>
<td>Edina Rutland</td>
<td>B-206</td>
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<tr>
<td>Using the Online Learning Platform, MindTag, to Analyze and</td>
<td>Inglene Krylova</td>
<td>B-104</td>
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<tr>
<td>Improve Student Performance</td>
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**Walking with Integrity Towards Student Success!**

Dr. Byron City-Wosaic, President

Special Appreciation for their assistance in the preparation of this event:

CTS, Fresh & Natural, Reprographics, Custodial Staff, Office of the President, Office of Academic Affairs, 6-2015-16 Professional Development Committee
Professional Development Day
April 8, 2016

Tentative Agenda

(8:15-9:00 Breakfast in the Main Gym)
9:00-11:00 (In the Main Gym)

Welcome by Dr. Breland (5 minutes)
Introduction of Keynote Speaker
Keynote Speaker, Dr. Darrick Smith, Student Success & Completion (35 Minutes)
Question and Answer Session with Dr. Smith (15 minutes)
Introduction of New Employees
Welcome by Chancellor, Dr. Deborah Budd (10 minutes)
Welcome/Message by Constituency Groups: Academic Senate, AFT, CSEA, MSCC (5 minutes each)

11:30-12:30 (In the Main Gym)

Working Lunch
Updates (Finance Committee, Safety, Budget)
Dr. Stephen Meneses, Chief Advancement SIECCD Foundation (5 Minutes)
Announcements

12:30-1:30 (In the Main Gym)

Accreditation Session (Collaborative review session)

1:30-3:00 (Business Building)

Breakout Sessions (Separate list)
Professional Development Committee

April 7, 2016   GE118  1:00-2:30

Agenda

Approval of Agenda

Meeting Notes

Update April 8th PDD:

Update April 13th Employee Recognition Ceremony, 1:00-2:30, T415,

Other
Professional Development Committee

April 7, 2016    GE118  1:00-2:30

Present: Maria Avalos, Bunnie Rose, Lamel Harris, Heather Jellison, William Reyes

Meeting began at 1:10.

Meeting Notes

Approval of Agenda- Agenda was approved; no changes or revisions.

Update April 8th PDD- The committee members discussed last minute details for the April 8th PDD. The speaker will be Dr. Darrick Smith. Fresh and Natural will provide the food

Update April 13th Employee Recognition Ceremony, 1:00-2:30, T415- Bunnie Rose stated that the employees who have 20+ years of service would receive a glass paper weight. Celia will help with the assembly of these. The remaining longevity categories will receive pins. Maria Avalos ordered them. Judy ordered the program.

Other- None

Meeting concluded at 2:00 pm.
Professional Development Committee

April 18, 2016  GE118  1:00-2:30

Agenda

Approval of Agenda

Meeting Notes

Notetaker

Welcome New Members/Guests: Mary Conroy

Professional Development Plan Discussion and Next Steps

Spring 2016 Conference Requests: (Need voting done)

  Khalid White, Online Teaching Conference, San Diego, Juen14-16, 2016, $631, Applying for Matching Funds

  Juan Gamboa, Teaching Justice and Decolonial Pedagogy, Tucson, AZ, July 8 to 10, 2016, $1,300, Applying for Matching Funds

  Marilyn Morikang, 2016 ACBO Spring Conference, Monterey, CA, May 23-25, 2016, $600

  Leyla Modirzadeh, Introduction to Online Teaching Class, $65

Update April 8th PDD:

Assessment Tool needs to be created and administered

Update April 13th Employee Recognition Ceremony, 1:00-2:30, T415,

Ongoing Workshops & Webinars Topics & Suggestions:

Other5
Professional Development Committee Meeting Notes

April 18, 2016   GE118  1:00-2:30

Present: Mary Conroy, Heather Jellison, Celia Cruz-Johnson, Maria Avalos, Celia Cruz-Johnson, Lamel Harris, Claudia Amador

Agenda

Approval of Agenda- Agenda was approved with one addition: Strategic Planning Committee Self-Evaluation was added under other.

Meeting Notes. Meeting Notes for the April 7th meeting were approved.

Notetaker: Celia was the notetaker.

Welcome New Members/Guests: Mary Conroy, Psychology and Global Studies Instructor, was approved by the Academic Senate to serve on the committee. She will replace Catherine Johnson on the committee.

Professional Development Plan Discussion and Next Steps- Celia will attend the next Academic Senate meeting and present the Professional Development Plan.

Spring 2016 Conference Requests- The committee members voted on the conference requests below. Celia will forward to President Breland the applications for the employees seeking funding from the President’s Office Pilot Matching Funding.

- Khalid White, Online Teaching Conference, San Diego, June 14-16, 2016, $631, (Applied for President’s Office Pilot Matching Funds)
- Juan Gamboa, Teaching Justice and Decolonial Pedagogy, Tucson, AZ, July 8 to 10, 2016, $1,300, (Applied for President’s Office Pilot Matching Funds)
- Marilyn Morikang, 2016 ACBO Spring Conference, Monterey, CA, May 23-25, 2016, $600
- Leyla Modirzadeh, Introduction to Online Teaching Class, $65

Update April 8th PDD- Celia stated that she will be emailing the invitation to the Lime Survey of the April 8th PDD evaluation.

Update April 13th Employee Recognition Ceremony- Celia stated that this was the most attended event so far. There were approximately 90 in attendance. Good participation.

Ongoing Workshops & Webinars Topics & Suggestions- No suggestions made.

Other- Strategic Planning Committee Self-Evaluation (attached document) was completed. Celia will input the information on the form and will bring it back for the committee to review in a May meeting.
Meeting adjourned at 2:35.

Annual Self-Evaluation of Standing Committees
San Jose City College

This template is provided by the Strategic Planning Committee to assist your committee in its annual self-evaluation process. Please send a copy of your completed form to the Strategic Planning Committee by April 15, 2016.

Thank you for helping SJCC in the ongoing process of improving our effectiveness!

Instructions: Committee Goals Section
- Please list the goals of your committee for this academic year in the spaces provided.
- For each goal, please grade your committee’s performance in each area using the scale indicated. If you need space for additional goals, just copy and paste new lines into the table.

<table>
<thead>
<tr>
<th>Standing Committee Name:</th>
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<tbody>
<tr>
<td>Academic Year:</td>
<td>2015-2016</td>
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</tbody>
</table>

Please evaluate Achievement of Goal and Alignment with College Strategic Plan on the following scale 1-5 (5 being highest)

<table>
<thead>
<tr>
<th>Committee Goals</th>
<th>Evaluation Score (1-5)</th>
<th>Committee Reason for Score</th>
<th>SPC Feedback (To be completed by SPC after submission)</th>
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<tbody>
<tr>
<td>Enter Goal #1:</td>
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<tr>
<td>Achievement of Goal</td>
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<td>Alignment with College Strategic Plan</td>
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<td>Enter Goal #2:</td>
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<td>Achievement of Goal</td>
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<td>Alignment with College Strategic Plan</td>
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<td>Enter Goal #3:</td>
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<td>Achievement of Goal</td>
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<td>Alignment with College Strategic Plan</td>
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<td>Enter Goal #4:</td>
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<td>Achievement of Goal</td>
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<td>Alignment with College Strategic Plan</td>
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Instructions: Overall Committee Performance Section
- In each listed area, please grade your committee’s performance using the scale indicated.
- Briefly answer the remaining questions, and add any other comments you wish.

Please evaluate Committee Performance on the following scale 1-5 (5 being highest)

<table>
<thead>
<tr>
<th>Committee Performance</th>
<th>Evaluation Score (1-5)</th>
<th>Committee Reason for Score</th>
<th>SPC Feedback (To be completed by SPC after submission)</th>
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<tbody>
<tr>
<td>Fulfillment of the committee’s charge</td>
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<td>Communication to and from constituency groups and the campus community</td>
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<td>Members’ consistent commitment to committee agenda and work</td>
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<tr>
<td>Overall quality of the committee’s deliverables/outcomes</td>
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<td>Integration of committee processes, work, and outcomes with the appropriate college plan(s)</td>
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<td>What about your process worked well</td>
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<td>Question</td>
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<td>this academic year?</td>
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<td>What changes do you recommend for next academic year?</td>
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<td>How will you implement your recommended changes?</td>
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<td>List proposed goals for next year.</td>
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Professional Development Committee

May 2, 2016    GE118  1:00-2:30

Agenda

Approval of Agenda

Meeting Notes from last two meetings (Heather?)

Notetaker:

Welcome New Members/Guests:

Professional Development Plan Discussion and Next Steps

   Spring 2016 Conference Requests:  (Need voting done)

   Keiko Kimura, National Conference on Race and Ethnicity, San Francisco, $1,000

   Raymond Brennan, Online Teaching Conference, June 15-17, 2016, San Diego, $1,200

Committee Self-Assessment for Strategic Planning

Ongoing Workshops & Webinars Topics & Suggestions

Fall 2016 PDDs Workshop Proposals

Other
Professional Development Committee Meeting Notes

May 2, 2016  GE118  1:00-2:30

Agenda

Approval of Agenda- Agenda approved without changes/additions.

Meeting Notes from last two meetings (Heather?)

Notetaker: Claudia Amador

Welcome New Members/Guests: None

Attendance: Heather Jellison, Lamel Harris, Celia Cruz, Maria Avalos, Bunnie Rose, Will Reyes

Absent Members: Christine Johnson, Mary Conroy, Duncan Graham

Professional Development Plan Discussion and Next Steps

Professional Development Plan is going to the Academic Senate tomorrow as an information item. Celia is plugging more information to make it look more like a plan. Celia asks Bunnie if she can please send her a copy of the flex calendar, the one that is submitted to the state.

Pg. 2 Celia is trying to tie this plan to other professional development efforts on campus.

Pg. 11 includes a list of general workshops offered here at SJCC, still to include PDD workshops. This list does not include conferences funded through PD funding.

Do we need to include PERKINS on the introduction? The committee discussed possible sentences that could fit under this section. Sample sentences include, “there are Professional Development Opportunities through PERKINS who qualify with certain criteria” or “Funding is available for Professional Development opportunities for CTE faculty”

Celia asks if we should include a chart or a list of professional development activities we have funded in the past. The committee discusses the pros and cons of adding this list to the plan. At the end a consensus was made to include the funding list to help with transparency and to only include titles of conferences not names of people who attended.

Pg. 4 & 5 Maria says it does not flow with the introduction and the rest of the document, to which the committee decided to list in bullet style instead of including the chart of the Strategic Planning Goals.

Pg.14 Celia asks what kind of information to include about SSSP and Student Equity PD funds. The committee discussed that it might be beneficial to separate student equity and SSSP since they have different ways on how they awards fund for professional development. Each account name can have links directing them to more information about the programs. The award amount varies and one has to
be part of a larger project to be awarded. Maria will try to work with Roland and get a little more
guidance on what to include for these two areas.

Spring 2016 Conference Requests: (Need voting done)

Keiko Kimura, National Conference on Race and Ethnicity

Raymond Brennan, Online Teaching Conference

Committee Self-Assessment for Strategic Planning

Ongoing Workshops & Webinars Topics & Suggestions

There continues to be more workshops on CANVAS

Celia asks whether there is anything we need to have workshops on? The committee agrees there are
no further workshops needed for this semester.

Fall 2016 PDDs Workshop Proposals

Maria Avalos asks if 2016 PDD will have breakout sessions. Celia reports that Dr. Breland is thinking of
one day having breakout sessions and the next day is a whole day. If there will be breakout sessions,
Maria would like to invite the DO to do a benefits presentation but wants to confirm before asking.

Other

PDD Surveys went out and the deadline is May 10th, Celia asks the Administrative Assistants in the room
to advertise this with their faculty and ask them to submit their answers.

Semester Meeting: from 1:00 – 2:30, GE-118 5/16/16
Professional Development Committee

May 2, 2016    GE118  1:00-2:30

Agenda

Approval of Agenda

Meeting Notes from last two meetings (Heather?)

Notetaker:

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Committee Self-Assessment for Strategic Planning

Ongoing Workshops & Webinars Topics & Suggestions

Fall 2016 PDDs Workshop Proposals

Other