Professional Development Committee  
November 27, 2012  
3:30 – 4:30 P.M.  HC 124  
Meeting Summary

Present:  
Alex Zavala, Anne Gearhart, Arnulfo Cedillo, Cheo Massion, Chialin Hsieh (Staff Resource), Kathleen Kirkpatrick (Staff Resource), Kevin Gramajo and Paul Fanta  

Absent: Anita Morris, Devon Kinka

Agenda  
1. AGENDA  
2. MINUTES  
3. OFFICE 2010  
4. PD SURVEY  
5. KEENAN MODULES  
6. PD/FLEX PLANNING  
7. ONLINE MODULES  
8. NEXT MEETING AGENDA TOPICS

Minutes  
Agenda  
- Approved by consensus. PDC also welcomed new student representatives Alex Zavala and Kevin Gramajo.

Minutes  
- Approved minutes of October 30 meeting by consensus.

Office 2010 TRAINING UPDATE  
- Kathleen reported that a series of five “What’s New in Office 2010” training workshops have been scheduled through November including one workshop to be held at the IVC campus.
- An additional “What’s New in Office” workshop is planned on the January 10 Flex day.
- In spring semester, workshops will be planned that will be taught by new COM Instructional Technologist Alice Dieli giving us more flexibility in scheduling.
- Employees who want to get their computers upgraded to Office 2010, need to put in a Tech Stream request to I.T. to schedule the upgrade.
• This training meets objectives that are part of the COM Technology Plan.

**PD Survey**

• Committee reviewed results of the PD survey.
• Respondents were asked to indicate interest in 4 PD strands: Institutional Effectiveness and Employee Excellence (IE/EE), Student Success (SS), Technology Training (TT) and Teaching and Learning (TL).
• Overall, 47.2% indicated they are most interested in PD activities that are focused on Student Success.
• When asked to indicate interest in suggested activities within each of the above categories, the following topics received the most responses.
  o Institutional Effectiveness and Employee Excellence:
    ▪ College-wide community building activities – 50%
    ▪ Emergency/disaster preparedness training – 46%
  o Student Success
    ▪ Meeting the needs of under-prepared learners – 50%
    ▪ Creating a student-friendly campus environment – 56%
  o Technology Training
    ▪ Office 2010 – 50%
    ▪ Best practices to organize and maintain security of files – 36%
  o Teaching and Learning
    ▪ Testing and assessment techniques – 39% faculty, 33% overall
    ▪ Incorporating critical thinking/problem-solving into curriculum – 36% faculty, 28% overall
    ▪ Designing active learning activities- 34% faculty, 38% overall
    ▪ Adult learning theory – 32% faculty, 38% overall

• Delivery formats: In-person workshops (77%) and online training (52%) were rated as the most preferred delivery formats.
• Fridays continue to be the best day for most people to attend training (72% faculty, 71% classified, 71% administrators).
• 69% of respondents indicated they attended 1-5 PD activities the previous year.
• 90% of faculty, 86% of classified professionals and 83% of administrators agreed or strongly agreed that they had benefited from the professional development/training they had received and were able to apply what they learned.

**Keenan Modules**

• Devon reported that they are developing a system to give employees the ability to login and access the training modules provided by Keenan and Associates.
• She will send a link to PDC.
• Access should be available next semester.

**PD/Flex Planning**
• Discussed plans for January Flex. Kathleen noted there is only one “Independent Flex Day” (1/10/13) in addition to Convocation which is 1/11/13.
• Discussed ideas for possible Convocation speakers. Members agreed to forward ideas and suggestions to Kathleen.
• Convocation is under the President’s auspices to plan.

**PD Plan**
• Not addressed.

**Online PD Modules**
• Not addressed.

**Next Meeting:**
• December 11, 2012, 3:30-4:30 in HC 124