Professional Development Committee
February 12, 2013
3:30 – 4:30 P.M.  HC 124
Meeting Summary

Present:
Anne Gearhart, Cheo Massion, Devon Kinka, Kathleen Kirkpatrick (Staff Resource), Kristina Combs and Paul Fanta

Absent: Alex Zavala, Arnulfo Cedillo, Chialin Hsieh (Staff Resource) and Kevin Gramajo

Agenda

1. AGENDA
2. MINUTES
3. JANUARY FLEX/PD ACTIVITY
4. STATE RECOMMENDATIONS RE PD
5. TFS SUBSCRIPTION
6. KEENAN MODULES
7. PD PLANING
8. REVISED PD WEB SITE

Minutes

Agenda
- Approved by consensus. PDC also welcomed new management representatives Kristina Combs who is the new Dean of Human Resources.

Minutes
- Approved minutes of November 27, 2012 meeting by consensus.

January Flex/PD Activity
- Kathleen reported that workshops presented on the January 10 Independent Flex day were designed to meet objectives from the Technology and DE Plans.
- Workshops included Office 2010, Moodle and how to prepare accessible Word documents to post online to meet ADA compliance requirements.
- Kathleen shared results from online workshop evaluations. In general, feedback was extremely positive.
- Kristina agreed to investigate options that might be available for employees to access online Office 2010 training modules.
State Recommendations re. PD

- The committee discussed the recommendations from the Student Success Initiative Professional Development Committee, a statewide committee that was formed to renew and revitalize professional development in the CCC system. COM PDC was asked to review recommendations and provide feedback.

- In general, members were very supportive of the recommendations included in the report. In particular, members cited the following:
  - Very glad to see all categories of employees included.
  - Liked the emphasis on continued technology training
  - Liked the suggestion to create a virtual PD center. Would like to see more detail.
  - Good to move from using terms “flexible” calendar and “flex hours” to PD which is more accurate.
  - Hopeful state funding might be restored.

TFS Subscription

- Kathleen provided information about Teaching For Success, an online resource that provides weekly email tips and a library of teaching resources.
- We’ve subscribed in the past, but they have added features such as the weekly email tips that may be more advantageous.
- Kathleen will send links to the TFS information to the committee members to review and recommend whether we want to subscribe.

Kathleen will email links to TFS materials. PDC agreed to review TFS materials and bring recommendations to next meeting.

Keenan Modules

- Devon reported that Keenan modules will be available to all employees with the exception of hourly. Modules can be accessed with the employee’s college email account. There may be a way for hourly employees to access a generic email.
- Discussed options for promotion and web access.
- Kathleen offered to work with Devon on web page access.

Kathleen and Devon will meet to plan Keenan launch and incorporation of modules into PD Web page and report back.

PD Planning

- Kristina suggested PD be included in job descriptions and be built into the evaluation process. In general, committee feedback was positive. This is something that HR would need to work out in the future.
In addition to Keenan modules the District’s attorney, School and College Legal Services may also offer training in such topics as Performance Evaluation, Ethics etc. Devon will check.

Did not discuss PD Objectives from Strategic Plan.

**PD Revised Website**

- Kathleen showed the new PD page that lists descriptions and links to the online modules we have available. Includes Veteran’s Training and links to Innovative Educators modules.
- Keenan modules could be incorporated into this.
- Suggestion to feature specific modules in President’s Briefing as a way of promoting ---- perhaps one a week. This could include Innovative Educators and Keenan. Also target Department Chairs. Perhaps attend Chairs meeting to promote.

**Next Meeting:**

- February 26, 3:30-4:30 in HC 124