Professional Development Committee  
March 12, 2013  
3:30 – 4:30 P.M.  AC 108  
Meeting Summary

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

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

Agenda

1. AGENDA  
2. MINUTES  
3. PD UPDATE  
4. PD CALENDAR  
5. KEENAN MODULES  
6. PD /FLEX PLANNING  
7. PD PLAN

Minutes

Agenda

- Approved by consensus.

Minutes

- Approved minutes of February 12, 2013 meeting by consensus.

PD Update

- Kathleen reported that the webinar on college readiness titled, “The Impact of College Readiness on Persistence and Degree Completion” was teleconferenced between the two campuses Wednesday, February 26. It was attended by counselors and Student Services personnel and contained a lot of data about various levels of preparation for college and success rates. This activity supports Objective 5, titled Student Success Initiative of the 2012-2015 COM Strategic Plan.

- Four Campus Safety Workshops that will provide information about emergency preparedness as well as how to best prepare and respond to an active shooter situation on campus are planned for spring. The workshops will be presented by Campus Police at the Kentfield Campus on March 18, April 24 and 25 and at IVC on March 19. All
employees are being strongly encouraged to attend. Kathleen will send targeted emails to managers to request that they motivate their employees to attend.

- “Improving Student Learning Using Kurzweil 3000” about the Kurzweil software system is planned for March 15. It will be presented by Stacey Kayden of the state CCC High Tech Center. Frequently used as an assistive technology for reading and writing, Kurzweil has also been used to improve reading and writing skills in the general student population. The workshop will be presented at 10:00 and repeated at 1:00. This activity workshop supports Objective II.C.6, “Research and Pilot Assistive Technology” of the 2012-2017 COM Technology Plan.

- Training on how to use the Moodle gradebook will be presented by COM Instructional Technologist Alice Dieli on March 15. This activity supports objectives in the Distance Education and Technology plan.

- Kathleen reported 10 faculty will be attending the On Course National Conference in April. Cheo explained the project grant that was written to fund faculty attendance through the Basic Skills Initiative. Faculty who are attending will be expected to attend a de-briefing after they return to discuss their experience and how On Course could be used at COM. On Course supports objectives in the Strategic Plan to improve student success.

- Based on feedback from the PDC, the Teaching for Success subscription has been initiated. After the PO is completed, Kathleen will promote access to the materials.

**PD Calendar**

- Kathleen reported that the transition from the old “Faculty and Staff” online calendar that included information about governance meetings and PD has been completed. The new PD calendar will focus solely on providing scheduling information about PD activities.

- The calendar is accessible from the COM homepage under the “Campus Events” drop down menu and at the top of the PD Web Page.

- The calendar contains the archive of past Flex and PD activities for several years and will be the primary resource for scheduling information about PD activities.

- PDC reviewed the calendar and discussed promotional ideas. Suggestions included:
  - Campus-wide email
  - Announcement in President’s Briefing
  - Request that the Dean of Instruction share it at a Dept . meeting and ask that Chairs send information to their faculty.
  - Kristina suggested putting a link on the MyCOM portal to both the PD calendar and web page.
  - Reinforce the use of the calendar so people get in the habit of using it by promoting it whenever we promote PD activities.
Keenan Modules

- Devon demonstrated how to login and access the Keenan training modules and demonstrated a module.
- Keenan is changing the interface and hopefully that will coincide with the automatic upload of accounts by the end of the month. PD will promote the modules once that is completed.
- Those who have mandatory training the titles of the modules they are required when they login that have been identified by their manager. Managers will be able to track completion.
- It was noted that the modules include the ICS training that employees are supposed to take for emergency preparedness and so that the College can access FEMA funds in the event of a disaster.
- The system will track who accesses and completes the modules. There is often a short quiz at the end.
- PD will announce and promote the modules as soon as the auto accounts are created and the new interface is implemented.

PD/FLEX PLANNING

- Not addressed

PD PLAN

- Kristina reported that CSEA was enthusiastic about her suggestion to include something about PD on job descriptions and evaluations.

Next Meeting:

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