Welcome

Agenda

- Approved

Minutes

- Sept. 10 minutes approved.

Announcements

- Paul Fanta has resigned from the committee because of schedule conflicts. Classified will need to appoint a new member.
- Cheo expressed her support of PD that is thematic, fun, and campus wide as Diane suggested from her experience at SRJC. A long lead time for planning would be needed so that it could be built into the academic calendar.

Elect Chair

- Kristina and Diane have agreed to serve as co-chairs. We decided to have co-chairs because Kristina and Diane both have busy schedules and many meetings, and it might be difficult for either of them to be at all meetings.

Planning agenda for training regarding mid-term report

- Kristina presented information from the PD plan about HR-related professional development. We talked about where there was faculty/staff overlap - such as the need for sexual harassment training – and PD specifically for classified staff or faculty. She said she would like to be able to schedule regular, on-going training, e.g. a half day a month, but that this would need to be addressed in collective bargaining.
- Kristina also addressed the issue of on-boarding new hires, and scheduling of training to meet employee and position needs and milestones. She said there also should be mechanisms to get managers and supervisors to regularly check in with employees.
- Kristina also brought up the issue of tracking employee training and offering certificates upon completion. There also should be a way to get that evidence to Barbara David to be used in the mid-term reports for WASC.
Office 2013 and Windows 7 training
- COM will be upgrading computers and software, and Alice has begun conversations with IT about providing Office 2013 and Windows 7 training.
- We discussed several different ideas for this training.
  1. Follow a “train the trainer” approach whereby there could be a designated “expert” in each department who could provide assistance as staff/faculty transition to these new programs.
  2. Survey staff and faculty to find out who might already have some knowledge and skills in these areas.
  3. Schedule training sessions based on current knowledge.
  4. Look into on-line training. This could be helpful since employees are often at different levels of skill and need different amounts of support.
  5. Bring in outside resources if needed.
  6. Check out EDD (California Employment Development Dept.) offerings.
  7. Provide certificates of completion.
- Alice was out sick, so further discussion will be pushed back to the Nov. 12 meeting.

PD Survey
- We continued the discussion about the PD survey. In the past, Kathleen prepared the PD survey and then tweaked it with input from the PDC. There were concerns about how well the survey captured information and about applying the results. There were also questions about the results, what we are looking for, faculty/staff needs, and how the survey informs our plans.
- We discussed the need to integrate PD planning and the survey and then to let people know that we are doing things based on their feedback.
- We questioned whether a yearly PD survey was necessary. (It looks like that there is a Title 5 requirement for this.)
- Devon suggested taking steps to try to get a better response rate – such as promoting the survey in advance.
- It was also suggested that we do a better job at letting employees know what training opportunities are available.

Next meeting date\agenda topics
Tuesday, Oct. 22.
PD Survey