



GROSSMONT COLLEGE
Professional Development Committee
April 17, 2019
2:00 p.m. – 3:30 p.m.
Distance Ed – 70-066
MEETING NOTES

Purpose The Professional Development Committee carries out planning and evaluation of professional development programming which enhances the college’s readiness to achieve its strategic goals and mission. It also supports the institution’s continuous improvement and its diverse personnel. The committee identifies emerging trends from annual unit plans and program review to inform professional development.

CO-CHAIRS	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input type="checkbox"/> Lida Rafia	<input type="checkbox"/> Student Vacancy	<input type="checkbox"/> Mike Reese
<input checked="" type="checkbox"/> Ryan Cline, Classified Co-Chair	<input type="checkbox"/> Student Vacancy	<input type="checkbox"/> Marsha Gable
		<input type="checkbox"/> Bill McGreevy

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS’ ASSOCIATION
<input checked="" type="checkbox"/> Christen McGaughey-Gilreath	<input type="checkbox"/> Dawn Heuft	<input type="checkbox"/> Veronica Romero
<input checked="" type="checkbox"/> Maite Valladolid	<input checked="" type="checkbox"/> Proxy: Maria de la Cruz	<input type="checkbox"/> Agustin Albarran

EX-OFFICIO	RECORDER
<input checked="" type="checkbox"/> Micah Jendian	<input checked="" type="checkbox"/> Bernadette Black
<input type="checkbox"/> Jennifer Bennett	
<input checked="" type="checkbox"/> Lorena Ruggero	
<input type="checkbox"/> Rochelle Weiser	

ROUTINE BUSINESS	
1. Welcome	<p>Committee members shared updates on any latest professional development opportunities they participated in, which included:</p> <ul style="list-style-type: none"> • Presented at the CPRO Conference • Shared best practices at Mesa College • Attended Extron conference • Rolled out Workday Recruiting • Created a community of practice in the English department to support AB705 • Presented a workshop at an EOPS conference on Empowerment. <p>A flyer was circulated from Standard Education Partnership for Internationalizing Curriculum Fellowship Program in case there was any interest. The year-long fellowship includes: a three day summer intensive workshop; virtual monthly seminars; and a presentation of project outcomes.</p>
2. Public Comment	No public comment made.
3. Additions/Deletions to Agenda	No additions were made.
4. Approve Meeting Notes & Follow-up	Due to quorum not being met, approval of meeting notes was deferred to next meeting.

NEW BUSINESS	
<p>5. District Classified Professional Development Program</p>	<p><u>Guests: Alyssa Brown, Nashona Seals, and Anaid Northcraft</u></p> <p>Nashona presented on the Classified Professional Development Program.</p> <ul style="list-style-type: none"> • The program was launched on April 1st. • It's an employee driven program that allows participants to identify their career and professional development aspirations within a framework that guides and supports their goals. • One year in length; 16.5 hours commitment. • Goals and expected outcomes included: improve retention and morale; engage employees in GCCCD values; encourage classified to invest in their professional growth; develop and enhance workforce skills; create culture of learning; and create a unified and motivated work climate. • Program structure focuses on essential skills, engagement skills, leadership skills, and workforce skills. • The program includes an Individual Professional Development Plan (IPDP). • Classified employees who have passed probation are eligible to participate. • Nashona will support GC participants and Anaid will support Cuyamaca and District Services; they will switch campuses every six months. It was clarified that the relationships that have been built up to this time will remain with their assigned professional development specialist even after they switch. <p>The Classified Professional Development program is a self-care program that allows classified employees to work towards their current and future goals. It also provides an opportunity to network and develop relationships.</p> <p>Intake is done on a regular basis. Information about the program has been provided at different venues as well as in the weekly digest. It was suggested sharing a flyer with managers at the upcoming Managers retreat.</p> <p>Anaid presented on the Supervisor / Manager Onboarding – First 90 Days</p> <ul style="list-style-type: none"> • An orientation will be conducted once a month for all employees. A second day was added just for managers and supervisors to talk about computer systems, managing in a union environment, and CA community colleges. • The PD specialists work directly with managers and supervisors to identify BPs and Aps that are specific to that individual. • It also includes discussion on student interactions and focus, and compliance. • The PD program focuses on managing, leading and communicating. • It includes a customized four 6-week cohort tracks that involves one workshop every two weeks (up to 12 hours per cohort). • There is also a performance management track that will be ongoing once a month. • Cohorts will be able to stagger to accommodate calendar conflicts. • This will be presented at the May 10th Managers retreat with the goal to launch in the fall. <p>HR will have further discussion on whether or not managers and supervisors need to pass probation before participating in the program.</p>

COMMITTEE REPORTS	
6. Faculty Professional Development	The Faculty Professional Development committee meets tomorrow. One of items under discussion will be looking at what satisfies the requirements of the statewide flex program. The committee will be re-examining the practices within the framework of the guidelines. FPD committee also recognizes that professional development opportunities are really significant in building community. They will take a closer look at what satisfies professional development requirements and perhaps provide a recommendation to Academic Senate as a 10 plus 1.
7. Classified Staff Professional Development – Update on Caring Campus	Table to next meeting.

DISCUSSION	
8. Debrief on 12 Gateway and Planning Forum	<p>One of the five broad integrated planning goals is to increase success and reduce inequitable outcomes in the 12 gateway courses. These 12 courses were identified as the highest in student enrollment with high levels of success. Feedback was provided by those who attended the 12 Gateway forum and Planning forum. It is unclear if we are reaching out to everyone effectively. It would be nice to have more peer feedback, particularly in an interdisciplinary space. Further, it would be nice to have more participation. Last semester, stipends were provided for adjuncts who attended, and the scheduling of the forums were announced far in advance. Attendance at these forums does satisfy professional development flex credit. It can also be turned into professional growth hours.</p> <p>At both forums, the PD office made it a point to integrate the students' voices. One forum included a presentation from Psychology students on their research, and the second forum included a student panel that showcased their resilience.</p>
9. Other - Equity framework	Lida will email out the Equity framework. Ryan asked that the committee review prior to next month's meeting.

FOR CONSENSUS	
10.	

FOLLOW-UP		
Who	Item	Timeline

NEXT MEETING: May 15, 2019 @ 2:00-3:30PM, Distance Ed Room

Committees are to establish norms

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council/committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

Rules of Engagement

In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

- There is no rank in the room when at the committee table. All participants are treated as peers, both between constituencies and within constituencies.
- Speakers will be heard one at a time and without interruption. Participants will allow for moments of silence for thought and other viewpoints. In consideration of hearing all feedback, members should be mindful of how often and how long they speak. Equity in consensus building means including diverse perspectives at all levels of the organization.
- Members will be engaged and contribute, and challenge ideas, not people. All meeting attendees will be respectful/civil in their comments, responses, and body language.
- Members will listen to others, and seek to focus on the merits of what is being said, while making a good faith effort to understand the concerns of others. Council/committee members are encouraged to ask questions of clarification.
- Each person reserves the right to disagree with any proposal and accepts responsibility for offering alternatives that accommodate individual interests and the interests of others.
- All members should be mindful of the language used in discussions, including use of "I" statements instead of "they" attributions to relate anecdotal evidence or experiences. Members are encouraged to use an asset-minded approach that focuses on what works and how something can be done. This is in contrast to a deficit-minded approach that focuses on the negative and why an initiative, idea, or project can't get done.
- All council/committee members will be aware of the purpose and responsibility of their committees. When issues arise in discussion that are not supported by the committee's charge, the chair will identify the proper council, committee, or constituency group leadership for review, and forward the issue for consideration.
- Once consensus is reached after deliberation, council/committee members will support the group's recommendation.