



**GROSSMONT COLLEGE**  
**Professional Development Committee**  
**October 19, 2022**  
**2:00 p.m. – 3:30 p.m.**

**Meeting Summary**

Join Here: <https://zoom.us/j/91055943577>

**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 (Voting Members)	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (Voting Members)	ADVISORY (Non-voting members)
<input checked="" type="checkbox"/> Victoria Rodriguez, Chair	<input type="checkbox"/> Kayla Moreno	<input type="checkbox"/> Marsha Gable
<input checked="" type="checkbox"/> Dr. Brenda Edgerton-Webster, Faculty Co-Chair	<input checked="" type="checkbox"/> Jenine Smith	<input type="checkbox"/> VPAS
		<input type="checkbox"/> Marshall Fulbright

ACADEMIC SENATE (Voting Members)	CLASSIFIED SENATE (Voting Members)	ADMINISTRATORS' ASSOCIATION (Voting Members)
<input checked="" type="checkbox"/> Brenda Edgerton-Webster (Faculty Co-Chair)	<input checked="" type="checkbox"/> Shardai Zaragoza	<input checked="" type="checkbox"/> Niko Crumpton
<input type="checkbox"/> Sarah Dunn	<input type="checkbox"/> Theresa Cristobal	<input checked="" type="checkbox"/> Heriberto Vasquez

EX-OFFICIO (Voting Members)	RECORDER (Non-Voting Member)
<input checked="" type="checkbox"/> Sharon Sampson / <input type="checkbox"/> Taneisha Hellon	<input checked="" type="checkbox"/> Graylin Clavell
<input checked="" type="checkbox"/> Karen Hern	
<input type="checkbox"/> PIO	
<input type="checkbox"/> Training Assistant TBD	

ROUTINE BUSINESS	
1. Welcome / Public Comments	The meeting began at 2:05 pm with an ice breaker of favorite Halloween costumes.  Quorum was met!  Ice breaker: Favorite Halloween costume
2. Additions/Deletions to Agenda	N/A
3. Approve Meeting Notes – 9/21/22	Meeting minutes were approved.

OLD BUSINESS	
4. Review of Committee Norms	<p>Victoria – The committee reviewed the norms that were produced back in 2019. The following edits were suggested/approved:</p> <ol style="list-style-type: none"><li>1. Suggestion was to move #1 of the group norms to be discussed at the end of the meeting to not interfere with committee work/business.</li><li>2. Heriberto suggested adding full language for students to fully understand the information instead of the acronyms normally given. This is to be inclusive of our student representatives by using inclusive language.</li></ol> <p>The committee has reviewed and reestablished the committee meeting norms for 2022. If there are any further suggestions please bring them to Dr. Rodriguez and Dr. Edgerton-Webster.</p>
5. Draft PD Calendar	<p>Victoria showed the committee the 5 Professional Development Themes Identified.</p> <ol style="list-style-type: none"><li>1. CCC Basics</li><li>2. Mental Health &amp; Wellness</li><li>3. Equity Series</li><li>4. New Employee Institute</li><li>5. Tech Training</li></ol> <p>Dr. Rodriguez mentioned that there is a Trick or Treat event coming up next week as well as a Thrive event at Casa De Pico tomorrow, Thursday, October 20 evening from 5pm-7pm.</p> <p>Dr. Rodriguez mentioned the following platforms which is used to share this information:</p> <p>VRC; Nuventive; Canvas and more</p>

<p>6. Selecting Top 3 Goals for the Committee this academic year</p>	<p>Dr. Edgerton-Webster - The following highlighted were determined to be addressed this academic year (until June 2023), and then the remaining bullet points are to address next year.</p> <p><b>ACTION:</b> Due to some members having to leave early for another meeting the committee will table “Provide Accessibility” and “Create A PD Marketing Plan” to which bullets in those goals for the current academic year.</p> <ul style="list-style-type: none"> <li>• <b>CONDUCT MEANINGFUL ASSESSMENTS:</b> <ul style="list-style-type: none"> <li>○ Foci group with those who typically attend the professional development opportunities to see why they attend.</li> <li>○ Examine trends of workshops that have been canceled.</li> <li>○ Query/survey faculty, staff, and administrators on what they would like to see in professional development opportunities – i.e., text alerts – one question or a video parking lot,</li> <li>○ Clearinghouse of Funding Opportunities that specifically target Professional Development</li> <li>○ Best-practice Commitment from Administration to “Be the First”</li> </ul> </li> <li>• <b>PROVIDE ACCESSIBILITY:</b> (all campus constituents – students, adjunct/FT Faculty, Classified Staff, Administrators) <ul style="list-style-type: none"> <li>○ Continued payment for recordings services? – low access rates</li> <li>○ Cross-collaborative District/Campus Calendar of PD Opportunities</li> <li>○ Intentional Collaborations – 2+/AY with the FPDC, ASGC, Classified Senate, Admin. Assoc., Wellness Committee, and Affinity Groups, et al</li> </ul> </li> <li>• <b>CREATE A PD MARKETING PLAN:</b> <ul style="list-style-type: none"> <li>○ Review Marketing Strategies</li> <li>○ PD Newsletter/Blast</li> <li>○ Communication Plan – Broadcast PD Events Campus Monitors, Campus Radio/PSAs, Digital Newspaper, Text Alerts, Campus Social Media .</li> <li>○ Professional development attuned to different affinity months.</li> </ul> </li> </ul>
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<b>INFORMATION</b>	
<p>7. ThRIVE Events</p>	<p>Thursday, October 20 at Casa De Pico from 5pm-7pm to come and mingle with employees from both Grossmont College and Cuyamaca.</p>
<p>8. USC Webinar in Nov.</p>	<p>Dr. Rodriguez shared that USC is hosting a Supporting and Empowering Undocumented Students from 9am-12pm webinar on November 9.</p> <p>Register for the webinar at: <a href="http://www.uscrec.info/equityalliance8">www.uscrec.info/equityalliance8</a>.</p>
<p>9. Equity Showcase</p>	<p>Dr. Rodriguez mentioned the Equity Showcase event which allows those that participate to share strategies and tools for embedding equity practices into their day on November 14 from 3pm-4pm. Presenters have until November 1 by 11:59pm to submit a proposal for their presentation. This will be an in-person, and active participation event.</p> <p>Dr. Edgerton-Webster suggested some categories to allow specifically identify students, administrators, faculty, and classified professionals to participate.</p> <p>Sharon suggested reaching out for sponsors for this event and incorporate this business practice in this work.</p> <p>This is to be determined to see if this will be a semester by semester event.</p>

COMMITTEE REPORTS	
10. Assoc. Students of Grossmont College	The ASGC Rep, Jenine Smith left for another meeting and was not present to give a share out.
11. Classified Senate	Shardai shared that the Classified Senate had a “Getting Real with the President” and shared a response – Classified would like to see Classified Professionals leading some PD workshops, and that certificates of completion were given after attending workshops/series, providing PD during spring break/different times to allow classified to attend. Receiving support for Classified Professionals Week.  Dr. Edgerton-Webster suggested providing some of these suggestions in the “Provide Accessibility” goal for PD.
12. Faculty PD Committee	Karen shared that the Academic Senate is editing a lot of their messaging that is usually sent out to provide more clarity and direction to faculty on numerous topics, and sending out invitations for Spring Flex week.  <b>ACTION: Share marketing/correspondence with the VRC to make it a more standard practice. Set the example on the approach.</b>
13. Admin Assoc.	N/A

FOR CONSENSUS	
Top 3 Committee Goals	

FOLLOW-UP		
Who	Item	Timeline
Reps	Please share information items and top 3 goals for PD Committee with your constituency groups	At your next constituency meeting

**The meeting ended at 3:14pm.**

**NEXT MEETING: Next meeting – November 16, 2022**

**Zoom information:**

**Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/91055943577>**

**Professional Development committee norms – Established March 20, 2019**

Norms = Rules for how we’re going to conduct ourselves in our meetings

1. Whenever we meet, talk about your latest professional development activity you participated in, or how you are supporting professional development (professional growth for ourselves and others).
2. Parking lot: Allow space for items that are not on agenda to be revisited next meeting.
3. Actively ask for other viewpoints; consider oppositions. Who is benefiting from the viewpoint and who is losing?
4. Give each person a voice so that it's not the same people talking all the time.
5. Be solution-oriented; "Yes, I hear you..."
6. Invitation for people to speak rather than being called on. Ask if anyone else has anything else to say before moving to next topic.
7. Provide definitions (e.g. Civility means different things in different communities. Define.)
8. Provide an icebreaker at every meeting (rather than welcome/introductions).
9. Review our norms every semester.
10. People should address those on the committee with respect and civility
11. Provide talking points at the end of the meeting for constituents to take back to their groups.