

Professional Development Committee Meeting

November 17, 3 – 4:00 p.m., Board Room

1. Welcome/Introductions
2. Accreditation Standard Re: Professional Development (Charge/Scope of work/Redesign of PDC)
3. Goals for Spring 2016
 - a. Clarify process for development of PDC offerings
 - b. Increase/clarify communication re: professional development
 - c. Plan/deliver professional development offerings for Spring flex (3 to 6 sessions)
4. Review Professional Development Themes
 - a. Student Equity Plan
 - b. Professional Development Employee Survey
 - c. Healthy Workplace Session, Convocation
5. Next Steps: Group Assignments
6. Questions/Comments
7. Next Meeting: Tuesday, December 1, 3 – 4 p.m.

From: Accreditation Standards (and ERs), Adopted June 2014

Standard III: Resources

The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness. Accredited colleges in multi-college systems may be organized so that responsibility for resources, allocation of resources, and planning rests with the district/system. In such cases, the district/system is responsible for meeting the Standards, and an evaluation of its performance is reflected in the accredited status of the institution(s).

A. Human Resources

14. The institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy, technology, and learning needs. The institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.

Student Equity Plan 2014-17 (DRAFT/as of 6 Nov 15)

- Executive Summary Goals/Activities: mention of Professional Development Center
- Goal A – Access: Actions to support cultural awareness and recognition activities in conjunction with MDC specifically toward Hispanic population and Veterans population.
- Goal B – Success: Actions to plan/provide professional development opportunities for cultural sensitivity/understanding with an emphasis toward African American students; continue offering diversity awareness in-service training ICW groups such as EOPS, MDC.
- Goal C – ESL/Basic Skills: Actions to advertise/communicate new certificates in non-credit to all, as well as other certificate/degree programs ICW groups such as SSSP Advisory, Basic Skills

Faculty- Full Time

1. Computers and technology (online portals)
2. Classroom pedagogy
3. Distance education
4. Classroom management & health/safety/emergencies
5. Addressing diversity

Other themes presented through comments:

- Classroom behavior
- Bullying (classroom & workplace)
- Resources for students
- Training for online portals
- Classroom behavior & mindsets
- Teaching techniques
- More Canvas

Associate Faculty-

1. Computers and technology
2. Classroom pedagogy & distance-ed pedagogy
3. Planning and assessment
4. Diversity
5. Class management and student resources

Classified Staff

1. Computers and technology (datatel, excel, database, operating systems)
2. Health/safety/emergency
3. calPERS
4. communication skills
5. Planning & strategies for navigating change

Administration/Management

1. Supervising and motivating employees
2. Computers and technology
3. Leadership development skills
4. Contracts
5. Assessment of SLOs

Other themes presented in comments:

- Conflict management
- Evaluations
- Budgets
- Emergencies
- Bullies- how to deal
- What do other services around campus actually do?
- Public safety/liability

PDC Themes – Convocation 2015

Synopsis of Healthy Workplace Communication Session, Convocation 2015

Themes by question/prompt:

Q 1: What does nurturing and support look like in everyday work interactions:

THEMES:

- Respect
- Trust
- Gratitude
- Empathy
- Listening
- Understanding
- Personal Connections (names, greetings, FTF communication)

Q 2: How can we interact in more positive and productive ways:

THEMES:

- Open mindedness
- Suspend judgment
- Listen
- Find common ground
- Focus on shared interests
- Respect other's opinions
- Seek clarification
- Assume goodwill in others
- Disagree in person not via email
- Focus on problem, not people

Q 3: If we were to design a model of this kind of communication, what would some of the components be?

THEMES:

- Constructive conflict resolution
- IBB
- Respect
- Avoid blame
- Consider audience
- Accountability (high standards for those in authority)
- Follow-up on decisions
- Communicate process
- Respect process
- Inclusiveness

Overarching Themes Throughout:

1. Healthy Mindsets

- Open mindedness
- Diversity and Inclusiveness
- Empathy
- Gratitude
- Optimism
- Trust
- Emotional Self-regulation and awareness

2. Healthy Communication

- Respect for self and others
- Assertive communication
- Listening
- Personal connections (politeness, using people's names, greetings)
- Appropriate and effective interactions

3. Healthy Processes

- Constructive Conflict Resolution
- Team building/Teamwork
- Effective Processes/Operations
- Accountability