Professional Development Committee
Minutes from the meeting held January 26, 2016

1. **In attendance**: Laurel Watson, Tatiana Robinson, Mark Bernards, Teresa Daigneault, Dan Calderwood, Wendy Riggs, Rory Johnson (via telephone) Crystal Morse & Kerry Mayer.

2. **Absent**: Kintay Johnson, Johanna Helzer

3. **Call to Order**: The meeting was called to order by Co-Chair Kerry Mayer at 3:10pm.

4. **Review/Approval of Minutes:** December 2015 PDC minutes were reviewed and a change proposed regarding attendance to include Connie and annotate that Rory and Kintay were attending via telephone. Minutes were approved with the changes.

5. **Debrief of FLEX Sessions**: Co-Chair Kerry Mayer conducted a debrief on FLEX from Spring FLEX days:
    a. Connie supplied flex session evaluations for Smart Board Basics, Active Shooter training.

    b. The Active Shooter December 10 training resulted in 58 in the morning session and 53 in afternoon session. The co-chairs are awaiting evaluation forms from Active Shooter training during FLEX. Some feedback received by committee members who participated in the Active Shooter training share that some of the material went a little long but good dialogue occurred at each session. There seemed to be some repetitive information. During one session, the presenter was unable to show the video (unable to buffer).

    c. Teaching Men of Color offered during FLEX resulted in several committee members in attendance and 33 people involved overall. Participants report a very engaged audience and a nice intro to the subject matter, as well as a very invested presenter (Kintay). Kintay is willing to travel to Del Norte if the staff/faculty at Del Norte are interested.

    d. The committee was encouraged to revisit how we can provide these activities as the Del Norte campus. Rory reports that Del Norte hosts college hour 11:30-12:30 every other Wednesday. Kerry Mayer asked for potential dates to provide training opportunities and that some funding through Equity to support travel costs may be available, as appropriate.

6. **Review DRAFT PDC Website**: The Committee broke into teams to review the DRAFT PDC website: http://evoq.redwoods.edu/staffdevelopment

    a. Current problems with the website: there is no content (www.insideredwoods), nothing current (through HR page) and nothing usable. Kerry reports that we've been hammered on this in years past, repeatedly, and need to be strong in this area for our employees, colleagues and accreditation. The committee was asked to consider what this link should look like.

b. Team breakouts for brainstorming/idea sharing brought the following input to the Committee:

Include a brief paragraph - What is Professional Development? What is the Mission of Professional Development at CR?

Provide easy, immediate access on community CR page. Separate Professional Development Committee work space that links to insideredwoods.

Provide a legend that separates constituent applicable sessions (F=Faculty, S = Staff, A = Administrators, etc)

Have a space with links to Kognito, Innovative Educators,Gotoredwoods,@one, etc as well as ongoing Professional Development opportunities, and archived trainings. Annotate clearly those that are free versus those that charge you to participate.

Include product tutorials –most are free, self-paced and at desk

Post annual survey archives (back page stuff)

Have an Upcoming Events calendar

Have a Suggestion Box (future workshops, ideas, request a workshop, evolving list of Top 10 most requested ideas, etc)

Post past trainings with speaking notes/PowerPoint presentations

Have a mobile tab so Professional Development is accessible via tablets, phones, etc

Highlighted box on main page

Revolving ad with link to calendar as the date gets closer to events; advertise upcoming events

7. **Prioritization of proposed Spring 2016 sessions**:
   a. Tech Session Fridays (classified/others): ex: canvas, office 10, excel, datatel
   b. Faculty focused sessions (Faculty/Associate Faculty): pedagogy and teaching, best practices, classroom mgmt., etc
   c. Increasing Retention/Success Rates among underrepresented students (equity funding to assist with this)
   d. Student Success Summit (all): keynote speaker + breakout sessions + workshops + compliment the work of the IEC
   e. Managers sessions: Kerry Mayer and Crystal Morse will be attending mgmt. council meeting 1/27 to conduct needs assessment with managers

8. **Committee Next Steps**: take input on website, engage Johanna/Angelina to mock up based on feedback, bring back to PDC for next meeting. Present at least 2 professional development sessions in February.

9. **Questions/Comments**: March – call to do presentations for Convocation; video archived training; webex training. Mark will recruit tech session presenters; (outlook app – new features, tips and tricks); classroom equipment for faculty (maximize your classroom tech!); Crystal and Kerry will talk to Angelina for presenters to outlook app/classroom equip and guest speakers

10. **Next meeting**: February 23 at 3pm – 4:30pm in FM 110 (Connie will book the room!)

11. **Adjournment**: There being no further business, the meeting was adjourned at 4:30pm.

Professional Development Website Brainstorming Session:

*Brief paragraph - What is PD? What is the Mission of Prof Dev at CR?

*Easy, immediate access on community CR page. Separate PD committee work that links to insideredwoods.

Legend that separates constituent applicable sessions (F=Faculty, S = Staff, A = Administrators, etc)

Kognito/IE/Gotoredwoods/@one/etc – ongoing PD opportunitiess, archived goodies if needed; annotate those that are free versus those that charge $$$?

Product tutorials –most are free, self-paced and at desk

Annual survey archives (back page stuff)

Upcoming events calendar – organized and useful

*Suggestion box (future workshops, ideas, request a workshop, evolving list of Top 10 most requested ideas, etc)

Past trainings with speaking notes/ppt

Mobile tab – accessibility via tablets, phones, etc (Brian V. does test for this)

Highlighted box on main page

Revolving ad with link to calendar as closer to event/advertising upcoming event