



## **Professional Development Standing Committee Meeting MINUTES**

**Friday, April 3, 2020 | 12 PM – 1:30 PM | Confer Zoom**

**Meeting Facilitators:** Jason Robinson, Valerie Foster, & David Colley

**Present:** Jason Robinson, Azniv Mekhitarian, Brock Klein, Susan Bower, Valerie Foster, Roger Yang, David Colley, Katina Williams

**Absent:** Liesel Reinhart, Felisia Mitchell, Richshell Allen

**Minutes Issued By:** Natalie Pacheco

### **Discussion/ Decisions Made:**

#### **I. Opening (@12:00pm)**

#### **II. Checking-In/ Approving minutes**

- a. Review and approval of minutes from February 21, 2020.
  - i. Motion to approve: B. Klein. Second: V. Foster. Approved.

#### **III. Sharing Information**

##### **a. Classified Staff PD Opportunities**

- i. Book Clubs (StrengthsFinder 2.0, Accidental Creative, Daring Greatly, Between the World and Me)
  - There are currently 4 book clubs that are ongoing for Classified Staff. Meetings are taking place via Confer Zoom.
- ii. Excel Training
  - There are two excel trainings taking place via Confer Zoom for Classified Staff. One is focused on beginner tips and the other on intermediate tips. Both sessions filled up quickly.
- iii. Adobe Acrobat Training
  - J. Robinson will be meeting next week with a possible instructor for an Adobe Acrobat Training that is being planned for employees.

##### **b. Faculty PD Opportunities**

- i. PCC Remote Weekly Bulletin
  - There is a PCC bulletin that is being emailed out every Friday to faculty.
- ii. Webinar Series? (possible topics: assessing student learning, fostering student engagement, supporting students with non-course related issues)
  - There are plans to have a point person in each department that faculty can go to for assistance regarding distance education support.
  - Other ideas for faculty support are currently being brainstormed as well.

##### **c. All Community PD Opportunities**

- i. Wellness Wednesday Bulletin
  - Patty Bellali agreed to facilitate 4 online yoga sessions for the PCC community.

#### **IV. Discuss/ Develop/ Decide**

##### **a. Brainstorm Ideas for Continuing Support to All Constituency Groups**

- i. The committee discussed challenges experienced right now by faculty and staff with remote learning and support. Members also discussed obstacles students were facing as a result of classes being shifted online.

- ii. Committee members brainstormed ideas for professional learning opportunities to provide for faculty and the online community regarding online learning and remote teaching.
  - They noted that providing faculty, specifically adjuncts, with a strong network and support was necessary.
  - Members discussed possibly creating a Canvas shell with tips and resources that all faculty could use.
  - Members also brainstormed the idea of having one sheet guidance pages that listed ideas for alternative forms of assessment, tools for students, local networks that could provide assistance.

**b. Continue Revising PD Learning Outcomes**

- i. This meeting item was postponed.

**V. Consider Non-Agenda Items**

**VI. Closing (@1:30pm)**

**Action Items: Agenda Items for Next Meeting:**

- a. The next meeting will be on Friday, May 1<sup>st</sup>.