



Professional Development Standing Committee Meeting MINUTES

Friday, May 1, 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, Felisia Mitchell, Nicholas Hatch

Absent: Liesel Reinhart, Katina Williams, 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 April 3, 2020.
 - i. Motion to approve: S. Bower. Second: B. Klein. Abstentions: N. Hatch. 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 were 35-40 unique participants in the four book clubs.
- ii. Excel Training
 - There were 51 participants that were divided between two excel trainings.
- iii. Adobe Acrobat Training
 - An Adobe Acrobat training for Classified Staff and an Excel training for Managers will be announced next week.
- iv. Classified Day
 - There are ongoing discussions regarding having Classified Day in late June instead of May. If so, it would take place online and possibly be via the new Cornerstone LMS.

b. Faculty PD Opportunities

- i. New Faculty-Staff pages on PCC Website
 - The Faculty and Staff page has been revised and now includes an additional page that contains support for remote instruction.
- ii. PCC Remote Weekly Bulletin
 - A weekly bulletin with remote instruction learning opportunities will be emailed to faculty.
- iii. Webinar Series
 - There are ongoing conversations regarding creating a webinar series for remote instruction support.

c. All Community PD Opportunities

- i. Wellness Wednesday Bulletin
 - The bulletin is still being emailed out to PCC employees.

IV. Discuss/ Develop/ Decide

a. PD Learning Outcomes

- i. Last semester, the committee analyzed four institutional priorities and discussed what knowledge, skills/abilities, and values individuals would need to develop in order to accomplish each of these priorities. J. Robinson then grouped all of the unique knowledge, skills/ability, and value statements by themes. Committee members took time in today's meeting to review these themes and corresponding statements. They then discussed changes and additions that could be made.
 - ii. The committee discussed how the document would be used and agreed that using it at the committee level as a guide would be helpful (e.g., for drafting PD needs surveys, etc.). The committee also agreed on drafting a more macro-version of the document would be needed for use across the community.. The committee agreed that the values should be used as the basis for this more macro version. J. Robinson will further develop the outcomes and share some information with Academic Senate.
- b. **Signature PD Opportunities at PCC**
- 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 15th.