Professional Development and Training (2019-2020)

Meeting Notes

NAME OF COUNCIL/TEAM: Professional Development and Training (2019-2020)			
OBJECTIVE OF MEETING: Orientation to Professional Development & Training Project and Team			
DATE: 08/30/2019 **TIME:** 1:30pm		**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Alisa Shubb/Olga Prizhbilov			
TIMEKEEPER:			
ASSISTANT: Olga Prizhbilov			
MEMBERS PRESENT: Alisa Shubb, Olga Prizhbilov, Jen LaFlam, Christina Wagner, Emilie Mitchell, Alice Dieli, Yesenia Castellon, Corinne Arrieta, Angela Milano Cheri Jones (Project Stewart)			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	**Person(s) Responsible**	**Notes**	
ACTION ITEMS:			
Question	**Person(s) Responsible**	**Notes and Decision(s)**	**Next Steps**
		0	
DISCUSSION ITEMS:			
Question	**Person(s) Responsible**	**Notes and Next Steps**	
Welcoming Introductions	Alisa & Olga	Alisa went over IGOR. History of Professional Development (PD) - PDCC task force - results showed that there was no institutional/thematic PD; lack of institutional collaboration.	
		Background and need questions: - Did PD (individual) meet institutional goals. What trainings are optional vs. required (e.g. equity training)? - We all work in silos/duplicating services; our biggest resource - people. - On boarding training (e.g. K-12 need to pass training before they start teaching) - All PD should be aimed at meeting at least one section of the Institutional Equity Plan (human resources, etc.) - when good things fade away - how to we make sure that the Equity Plan stays; would be nice if this is something we (ARC) are known for. Institutional Equity Plan demanded that we come up with PD plan. - The group needs to caucus outside of the PD group - intentionally getting other perspectives/voices and bring back to the group. - Collaboration with DI groups - team leads meetings are in the work flow. - Explicitly relate to college mission/vision/goals. - Get feedback after each PD event. - Incentivize to come to PD/accountability. Project Charter - What training is needed for existing employees in order to foster a culture where new diverse employees feel included (add to page 2, bullet 1)? - Positive approach without judging values. - Time Constraints - What are people busy with that they don't need to be doing? - Department meetings - bring value/quality (e.g. Psychology dept. had an Equity Retreat)	

Review & Discussion of Project Charter	Alisa & Olga	Objectives - Why to people who don't go don't go? - Survey fatigue - IEP and EMP teams - what are they doing? Need a list of their recommendations to guide the work of the PD group. - Supervisor support/when people go on vacation, they should not be expected to come back to more work (working overtime for a month after that). - Current state: Classified update - PD available, but not all is institutionalized. - More equity training for management as well; workload for management, is it in employee review? - Make a case - what will you get if you participate in PD? (e.g. competency areas) - Funding formula - DI groups/success rates - could be an argument for more PD. - provoding managemetn with the "how" for PD. Institutional commitment to allow employees to start the process (equity process) - individualize the process; book club. Working Definition of PD - personal grown vs. event -Rapidly changing environment - the goals of institutions were not to change over time. How do we make sure that we evolve and change as an institution? Success Indicators - Vetting a short version of the plan through governance so that the comprehensive plan does not seem overwhelming. - How do we see the big picture BEFORE implementing the PD plan as we go (short term)? Other Considerations - Respect the culture of our college and satellite campuses.
Resources to Inform the Work - Institutional Equity Plan	Alisa w/ Cheri Jones	Would be helpful to see some other frameworks.
Review Work Flow Plan	Alisa w/Cheri Jones	Decided not to use Basecamp. Will use Google Drive instead.
“Homework” & Next Steps	Alisa & Olga	Alice will set up Google Team Drive and a Google Doc for a conversation on resources. Team members will suggest ideas for resources they would like to have access to/consult.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**