

# Professional Development and Training (2019-2020)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Professional Development and Training (2019-2020)			
<b>OBJECTIVE OF MEETING:</b> Orientation to Professional Development & Training Project and Team			
<b>DATE:</b> 08/30/2019 <b>TIME:</b> 1:30pm		<b>LOCATION/ROOM #:</b> Student Center Board Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Alisa Shubb/Olga Prizhbilov			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Olga Prizhbilov			
<b>MEMBERS PRESENT:</b> Alisa Shubb, Olga Prizhbilov, Jen LaFlam, Christina Wagner, Emilie Mitchell, Alice Dieli, Yesenia Castellon, Corinne Arrieta, Angela Milano Cheri Jones (Project Stewart)			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
<b>ACTION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Decision(s)</b>	<b>Next Steps</b>
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<b>DISCUSSION ITEMS:</b>			
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Notes and Next Steps</b>	
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.	
		<p>Background and need questions:</p> <ul style="list-style-type: none"> <li>- Did PD (individual) meet institutional goals. What trainings are optional vs. required (e.g. equity training)?</li> <li>- We all work in silos/duplicating services; our biggest resource - people.</li> <li>- On boarding training (e.g. K-12 need to pass training before they start teaching)</li> <li>- All PD should be aimed at meeting at least one section of the Institutional Equity Plan (human resources, etc.)</li> <li>- 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.</li> </ul> <p>Institutional Equity Plan demanded that we come up with PD plan.</p> <ul style="list-style-type: none"> <li>- The group needs to caucus outside of the PD group - intentionally getting other perspectives/voices and bring back to the group.</li> <li>- Collaboration with DI groups - team leads meetings are in the work flow.</li> <li>- Explicitly relate to college mission/vision/goals.</li> <li>- Get feedback after each PD event.</li> <li>- Incentivize to come to PD/accountability.</li> </ul> <p>Project Charter</p> <ul style="list-style-type: none"> <li>- 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)?</li> <li>- Positive approach without judging values.</li> <li>- Time Constraints</li> <li>- What are people busy with that they don't need to be doing?</li> <li>- Department meetings - bring value/quality (e.g. Psychology dept. had an Equity Retreat)</li> </ul>	

Review & Discussion of Project Charter	Alisa & Olga	<p>Objectives</p> <ul style="list-style-type: none"> <li>- Why to people who don't go don't go?</li> <li>- Survey fatigue</li> <li>- IEP and EMP teams - what are they doing? Need a list of their recommendations to guide the work of the PD group.</li> <li>- 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).</li> <li>- Current state: Classified update - PD available, but not all is institutionalized.</li> <li>- More equity training for management as well; workload for management, is it in employee review?</li> <li>- Make a case - what will you get if you participate in PD? (e.g. competency areas)</li> <li>- Funding formula - DI groups/success rates - could be an argument for more PD.</li> <li>- providing management with the "how" for PD.</li> </ul> <p>Institutional commitment to allow employees to start the process (equity process) - individualize the process; book club.</p> <p>Working Definition of PD - personal grown vs. event</p> <ul style="list-style-type: none"> <li>-Rapidly changing environment - the goals of institutions were not to change over time.</li> </ul> <p>How do we make sure that we evolve and change as an institution?</p> <p>Success Indicators</p> <ul style="list-style-type: none"> <li>- Vetting a short version of the plan through governance so that the comprehensive plan does not seem overwhelming.</li> <li>- How do we see the big picture BEFORE implementing the PD plan as we go (short term)?</li> </ul> <p>Other Considerations</p> <ul style="list-style-type: none"> <li>- Respect the culture of our college and satellite campuses.</li> </ul>
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.

<b>ITEMS FOR FUTURE CONSIDERATION:</b>	
<b>Topic</b>	<b>Contact Person</b>