

# 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> Prepare work plan			
<b>DATE:</b> 09/13/2019 <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> Corinne Arrieta Katzorke, Yesenia Castellon, Alice Dieli, Jennifer Laflam, Emilie Mitchell, Olga Prizhbilov, Alisa Shubb, Christina Wagner, Pamela Chao, Cheri Jones, Angela Milano.			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<a href="https://drive.google.com/drive/shared-drives">https://drive.google.com/drive/shared-drives</a>			
<b>UPDATES AND BRIEF REPORTS:</b>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
Introduction of new & first meeting members	Alisa Shubb		
Briefing on status of DI Project Teams	Alisa Shubb or Derrick Booth		
Update on Project Charter	Alisa Shubb	Should our group be coming up with an objective to come up with a lens with which the DI group should be approaching their work? Maybe add to objectives: a focus on professional development that is inclusive of our DI groups (with actually naming the populations). model after objective #4. Objective #2: assess the current state through the Equity Lens. Objective 5: Also add Equity mind set. Deliverables: also add equity language (similar to objectives). Project Charter needs to state that the PD Team will be using the equity Lens as well.	
<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>	
		Other colleges, when faculty apply for PD funding, have to explain how they meet the goals of the college, e.g. equity framework.  2) Is everyone represented who should be represented? Other potential people: Erica West Oati (?), Joshua Moon Johnson, Ali, Rod, Jazzie (Director of FYE), Satia (Supervisor in the HUB), IA in music (from Angela), individuals with Equity Lens. Need to make a proposal to sponsoring council (IEC) to say	

<p>Work plan: 1) What professional development/resources does this group need in order to do our best work? 2) How has optimal membership for this project group been considered given our commitment to implementing the Institutional Equity Plan and need to incorporate many employee perspective? 3) What measures will be taken to collaborate with the work of the DI Project Teams?</p>	<p>Alisa</p>	<p>that we are missing these perspectives. Keep the team at 12 or under individuals.</p> <p>3) Alisa invited DI leads to PD Team meetings; Alisa will attend and listen in on DI team's full group meetings; will also have informal check ins as we go.</p> <p>Jen LaFlam - we should make the commitment more concrete about having DI leads coming to PD Team meetings. DI Team has not met yet, so we just need to communicate with leads.</p> <p>The worry is that PD project team needs the work of the DI groups to be completed in order to inform the work of this team.</p> <p>Part of our work is to build greater clarity around professional development. However, we will not be implementing granular level changes (e.g. applications, etc.). The other part is intentional professional development plans to further the Institutional Equity Plan and goals of the institution.</p>
<p>Review of work from previous meeting: 1) How well have we captured barriers to participation in professional development at ARC? 2) How well have we defined Professional Development? How helpful would the listed principles be in guiding our work?</p>	<p>Alisa</p>	<p>1) Institutional Culture: PD for equity, individuals from DI groups become the educators for the "white people" or other groups and they get battle fatigue. Is PD always offered/planned/designed from a dominant perspective? Vs. members of the dominant culture feeling threatened by that PD. All members of our community should feel included - there is a cost to doing equity work - PD should have something built in to support individuals doing that work. Cost to participation can lead to further marginalization.</p> <p>Definition:</p> <ul style="list-style-type: none"> <li>-include "will be able to do our jobs better" (grounded in the college mission/vision/goals)</li> <li>- Student centered</li> <li>- It is the responsibility of the institution to provide PD for all employees in order to ____ . It is a functional equity. Employees need to be met where they are in order to meet the demands of their jobs and in order to be able to meet our students where they are. Equity has to be baked into policy. Just by doing our jobs, we should be engaged in equity work.</li> </ul> <p>If temp classified and have an ARC email address, they have access to resources like Lynda.com, etc. We need to inform our campus of that.</p> <p>PD is equity in Practice. This needs to be included in the definition.</p> <p>Inclusive - needs to be reworded in order to talk about actually new employees, not "new individuals". Be more clear about managers being supportive AND encouraging/mandatory/expected employees to participate in PD. Managers should provide opportunities for PD (not necessarily mandate that their people go). Maybe "it's mandatory that the institution provides opportunities for PD".</p> <p>The PD plan that we are working on should provide that something in writing to be able to implement some of the changes that are talking about. For example, when someone wants to attend PD, the managers could see something in writing to say that this institution supports and provides PD.</p> <p>Potential to put in a process into the evaluation system for classified to have an employee PD Plan. Would this be a contractual issue? Need to review this.</p> <p>Maybe add an equity piece to the evaluation paperwork.</p> <p>Accountability - need to add to guiding principles.</p> <p>Vision Resource Center - there is a way to link the completion of that "coursework" goes directly to the institution (e.g. FLEX). Could be explored at some point.</p> <p>We don't celebrate each other enough. Badges, etc. (that's available on Canvas) Having a reward system.</p>

		Are our principle equity conscious? Do we need to point out better and say that we are race conscious/equity conscious/power and privilege; equity minded would be better wording.
Format & Structure of Plan: 1) How might we structure our work to produce both short term and long term plans?	Alisa	This group will have short term recommendations and practical things that the Institution can do for PD for our community. Also, there will be long term goals that have to do with policies, include more changes. Reward culture vs. intrinsic motivation.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>
<b>OTHER INFORMATION:</b> Alisa will put objectives and deliverables in Google Doc so that the Team can figure out what specific language needs to be in each in order to communicate that our work is guided by the Equity Plan/Equity Lens. Alisa to report back to sponsoring council to propose that there are 4 additional stakeholder positions needed in order to more accurately represent our campus community. Create Google Doc so that team members can comment vs. editing. Then Cheri will be the one making the edits. For IGOR, we will PDF the latest version of the documents on which we are working and will attach to the IGOR agenda.		