Professional Development and Training (2019-2020)

Meeting Notes

NAME OF COUNCIL/TEAM: Professional Development and Training (2019-2020)	
OBJECTIVE OF MEETING: Consider format & structure of Professional Development Plan	
DATE: 09/27/2019 **TIME:** 1:30am	**LOCATION/ROOM #:** Student Center Board Room **CALL-IN NUMBER:** **CALL-IN CODE:**

FACILITATOR(S): Alisa Shubb & Olga Prizhbilov
TIMEKEEPER:
ASSISTANT: Beth Hartline
MEMBERS PRESENT: Yesenia Castellon, Alice Dieli, Jennifer Laflam, Alisa Shubb, Christina Wagner, Pamela Chao, Cheri Jones, Beth Madigan, Angela Milano
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):
See Shared Google Drive for sample plans to stimulate discussion   https://drive.google.com/drive/folders/1r2CZVw52Z32ajO29FKobsISCCtBWiYkT

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Welcome and orient new members	All	Introductions were made.
Status of DI Project Teams	Alisa	All faculty appointments have been made with all roles filled.
Status of project Charter/Membership upon review at Institutional Effectiveness Council	Corinne & Jen	Institutional Effectiveness Council agreed that the ARC Institutional Equity Plan should be integrated into the Professional Development Team Charter, and approved adding additional members and roles. Suggestions from Team Members regarding additional membership included adding more classified professionals such as an employee from Counseling or Student Services, ARC's Equity Officer (Kate Jaques), representation from veterans, administrative assistants and student employees. The next step is to update Charter and send it to Adam Karp and Mary Goodall.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Does the Professional Development Definition & Principles v2 document capture a useful and complete starting point for understanding professional development? Does Barriers to Professional Development Participation v2 document adequately summarize perceived barriers to participation?	Alisa	0	With minor modifications, there was consensus among Team Members that the Definition and Perceived Barriers to Participation documents reflect the Team's vision for professional development and training.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What overarching principles should guide professional development & training at ARC?	All	Chairperson Alisa Shubb posed the question, "What do we want as themes or big ideas?" Suggestions were to include ARC's values from our mission, vision and values statements, use ARC's Strategic Goals, align with ARC's Equity Plan's seven categories using three phases of foundation, action, and institutionalize to produce a short-term and long-term plan.
How should the Professional Development Plan be structured? - what topics should be in the table		

of contents? -how can the plan address both long term and short term goals? -how can the plan structure reflect all stakeholder group perspectives (eg all employees) -how should we frame PD concepts (goals, actions, focus areas, competencies, etc)?	All	Discussion around themes included competencies, job descriptions, hard and soft skills, and continuing education. There was an interest in differentiating between onboarding and ongoing training.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
What are the strengths of existing professional development efforts at ARC?	