

# 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> Discuss a draft structure for Professional Development Plan			
<b>DATE:</b> 10/11/2019 <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> Beth Hartline			
<b>MEMBERS PRESENT:</b> Corinne Arrieta Katzorke, Yesenia Castellon, Olga Prizhbilov, Alisa Shubb, Christina Wagner, Cheri Jones, Beth Madigan, Angela Milano, Kathryn Sorensen			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
Topic	Person(s) Responsible	Notes	
<b>ACTION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Does the Professional Development Definition & Principles v3 document capture a useful and complete starting point for understanding professional development? Does Barriers to Professional Development Participation v3 document adequately summarize perceived barriers to participation?	Alisa Shubb	Review of the Professional Development Definition & Principles version 3 document gained consensus that it does capture a useful and complete starting point for understanding professional development. There was consensus that the Barriers to Professional Development Participation version 3 document adequately summarizes perceived barriers to participation.	
		Discussion took place as to how the structure draft/template fit the goals of the PD Plan, and there was consensus that the Team use ARC's Institutional Equity Plan as a format for consistency. A detailed review of the Professional Development Plan's Table of Contents was conducted with Team members: 1) Introduction/Acknowledgements could use the "definition," "purpose," and "guiding principles" found in the Professional Development Team Charter, the Appendix of Topics from ARC's Institutional Equity Plan's "Themes and Opportunities" and tie all into ARC's four Strategic Goals. Discussion around which Strategic Goal is the "parent" goal or are the goals of equal weight?; 2) Assessment of Current State was brainstormed by the Team regarding Existing Strengths and Barriers to Participation and questions arose about	

How might the structure draft/template fit the goals of the PD Plan?	Alisa Shubb	<p>supervisor barriers and identification of gaps, and what types of professional development do we have i.e. ITC Training, PD Leaves and Funding, Center for Teaching and Learning, Faculty Diversity Institute, College Hour etc.; 3) Philosophy of Professional Development will incorporate "definition" with the obligations of the institution to its constituencies i.e. full-time faculty, adjunct faculty, classified professionals, management (deans, directors) and supervisors and insert guiding principles; 4) Essential Conditions for Professional Growth included institutional commitment, management culture, motivations for participation, and resource allocation i.e. adding professional development to job descriptions, individual growth plans, evaluations, self-evaluations, career paths and funding; 5) Intentional Delivery Methods and Structures will be a future agenda item; 6) Focused Programming speaks to themes and competencies i.e. intercultural competency, empathy competency, and customer service competencies; and 7) Recommended Programming could include campus climate, organizational structure human resources, communication, instruction and curriculum, physical spaces and student support.</p> <p>Anticipated next steps include short-term recommendations.</p>
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#### DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps

#### ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Existing Strengths - all to contribute	
Intentional Delivery Methods and Structures	
Focused Programming	

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