

# 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> Consider key competencies PD plan should address			
<b>DATE:</b> 10/25/2019 <b>TIME:</b> 1:30am		<b>LOCATION/ROOM #:</b> Student Center Boardroom <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 Hartigan			
<b>MEMBERS PRESENT:</b> Yesenia Castellon, Jennifer Laflam, Emilie Mitchell, Olga Prizhbilov, Alisa Shubb, Pamela Chao, 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>			
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Notes</b>	
Zoom confer training	Alice Dieli	Training postponed.	
<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>	
Review changes to structure template based on previous discussion - ready to use Barriers v3? -ready to use Definitions v3?	Alisa	Definitions were approved by consensus; barriers are being reviewed for possible additions.	
What themes/competencies should we propose for the Professional Development plan? - how well do the themes/competencies capture the professional development that is necessary to achieve ARC strategic goals: 1) students first, 2) clear and effective paths, 3) exemplary teaching, working, and learning environment, 4) vibrancy and resiliency?	Alisa	Discussion regarding brainstorming professional development "equity minded" competencies. Themes could include broad categories of job descriptions for classified. Some competencies are process-based. Consultant Cheri Jones will develop a draft list of possible categories to be considered.	
Assessment of current Professional Development offerings: - how well have we capture the current state of PD at ARC? -what additional work needs to be done on this assessment?	All		
		The Team reviewed the 2017 Professional Development (PD) Plan Recommendations including: 1) Physical PD Hub; 2) Virtual PD Hub; 3) Office of Professional Development; 4) PD Manager; and PD Steering Group.	
		Consensus that professional development would benefit from having a physical and virtual Hub such as the Information Technical Center (ITC).	
What are the essential conditions for professional growth at ARC? (review 2017 ARC PD plan, highlighted section)	Alisa	Discussion regarding hiring a PD Manager with full-time faculty and classified staff would be advantageous and could provide Plan implementation campus-wide, tracking of PD funding streams, onboarding, a catalog of PD options, "rewards" for service such as sabbaticals or conferences, and serve	

		<p>as a welcome center for faculty and employees.</p> <p>The PD Steering Group is still a relevant idea, but under ARC's new council structure, an advisory group could be proposed as a new council: Professional Development Council.</p> <p>In addition, a rotating equity training team could use Quest training as a model.</p> <p>An individual PD plan could be considered essential, and be developed on a 3-year cycle.</p>
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ITEMS FOR FUTURE CONSIDERATION:	
Topic	Contact Person
Prepare to talk about onboarding new employees, as a whole and for particular constituencies (including part time). Consider strategies for reaching out to employees across all constituencies, particularly historically marginalized individuals.	