Professional Development and Training (2019-2020)

Meeting Notes

NAME OF COUNCIL/TEAM: Professional Development and Training (2019-2020)	
OBJECTIVE OF MEETING: Review the draft deliverables (v7) of the Professional Development & Training Plan	
DATE: 03/20/2020 **TIME:** 1:30pm	**LOCATION/ROOM #:** https://cccconfer.zoom.us/j/361900112 **CALL-IN NUMBER:** +1 669 900 6833 (US Toll) +1 346 248 7799 (US Toll) +1 253 215 8782 (US Toll) +1 301 715 8592 (US Toll) +1 312 626 6799 (US Toll) +1 646 876 9923 (US Toll) **CALL-IN CODE:** 361 900 112
FACILITATOR(S): Alisa & Olga	
TIMEKEEPER:	
ASSISTANT: Olga	
MEMBERS PRESENT: Corinne Arrieta Katzorke, Yesenia Castellon, Alice Dieli, Jennifer Laflam, Emilie Mitchell, Olga Prizhbilov, Alisa Shubb, Christina Wagner, Pamela Chao, Cheri Jones, Kathryn Sorensen	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Report back from feedback sessions	all	In person - had meeting with ESL, Classified Senate. Zoom - DSPS (12-15 attendees) Themes - ongoing professional development on technology and software. 2 more general sessions next week (postponed due to Coronavirus). - Feedback from the feedback sessions can be included in the appendix. In addition, it could be handed to the future PD Advisory team who can take it as potential action items. - Forming community is also part of professional development. (-ESL feedback) We need to know our students more and know each other more. ---How do we create community in Professional Development? In our current group, we are okay with being online because we've already built our community face to face, but how do we create something from ground zero..

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Are we ready to move the draft v7 through governance process	Alisa	15	Alice - will we have a second plan that can be implemented "in case of a quarantine"? -maybe we could add something to the current draft to have options for virtual attendance. p.10 of Draft Plan talks about appropriate space. Is this where we want to include virtual space? Also, what is the plan for those who do not have access to virtual spaces (laptop, internet, etc.)? Can add that to the Barriers section. The situation right now is a great example of why we need a centralized training and space. - to add to plan; competency 2: effective communication. facilitate community building through variety of means; Level 3 would be building technology to build community. - Yesenia - created Chisme Cafe - she and her team have lunch together while being together online. the idea - implement informal piece of collaboration. p.8 - left indent all positions.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
		- Add to barriers: technology available to all faculty/staff to resources/funding and to logistics. (being more accessible rather than blocking; e.g. adjuncts not having keys to classrooms, technology access off campus, etc.) How inclusive are we when it comes to access? We do not have enough "on-ramps" for professional development. Maybe add that to culture: culture impacts who has access to what. Current situation: what is happening now is quick change; there should be processes in place that would be easier implementable in any situation, not just emergencies. Inclusive: Empowers employee educators at all levels of the institution to participate, learn, and grow

Review draft deliverable - v7	Alisa	while also nurturing a culture that is inclusive (e.g., newly hired employees; individuals from marginalized populations) <-- add "community-based" to inclusive. Guiding Principles - alphabetizing after mission driven and equity-minded - so that no one thinks that some are more important than others. Methods to explore - make sure to include some type of general video training that could be available to all new temps, all new student workers, etc. Also, build in time for temps/student workers for professional development. Feedback sessions showed that training for these groups is close to non-existent. Put the intro to PD Competencies on its own page, otherwise it will get missed. Placeholder in level II on Equity-Minded Service - Pam and Yesenia had good language - someone needs to create language for that. Jen: "Acknowledge and reduce the impact of power differentials in service interactions. Acknowledges could be level I, Considers and reduces the impact...." Effective Communication: need to include the listening part of communication, because it's so important to listen before making assumptions. Level I: Recognizes the value of listening; Action level: Practices active and listening; Level III: Reflective Listening. Level III: Accurate and emphatic understanding. Listening to colleagues as well as students. Collaborative innovation: got good feedback for this: until now we haven't been known for valuing collaboration, being risk-averse. Risk supporting culture needs to come from a trust supporting culture - maybe need to include this in barriers/guiding principles. Pam - our institution is not necessarily risk-averse; Pres. Greene is for change, change is supported for the most part. It's really more of a lack of trust which impacts how we engage. Personal power is limited (add this to barriers?). Trust is a big issue; the process of Professional Development can build trust and can build community. Gary: Classified are not viewed as professionals; we need to change the culture to see our classified as professionals just as we trust our faculty as professionals. Jen: one way to address trust would be to weave into the levels of collaborative innovation something about awareness of how trust and power affects risk taking. Also, something in Level II about engaging in processes of inclusivity.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**
Additional considerations for feedback given new context of remote-only communication?	

OTHER INFORMATION: Homework for the team: think about the topic of trust. Where, other than collaborative innovation, should it be included? why and how? We will talk more about this next time.