# 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 of the Professional Development & Training Plan

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| **DATE:** 04/17/2020<br>**TIME:** 1:30pm | **LOCATION/ROOM #:** https://cccconfer.zoom.us/j/262836551<br>**CALL-IN NUMBER:**1 669 900 6833<br>**CALL-IN CODE:** 262 836 551 |

**FACILITATOR(S):** Alisa Shubb, Olga Prizhbilov

**TIMEKEEPER:**

**ASSISTANT:** Olga Prizhbilov

**MEMBERS PRESENT:** Corinne Arrieta Katzorke, Matthew Blevis, Yesenia Castellon, Alice Dieli, Jennifer Laflam, Emilie Mitchell, Olga Prizhbilov, Alisa Shubb, Christina Wagner, Pamela Chao, Gary Hartley, Cheri Jones, Beth Madigan, 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 | Feedback from API group is missing - need to either note that in the draft, or reach out to the group one more time. Pam said will help with setting up a feedback session. |
| Report feedback from 1st readings at Academic Senate, Institutional Effectiveness Council, etc. | Alisa Shubb & Others | Feedback from Academic Senate was discussed last time, ready to move forward to first read. |

**ACTION ITEMS:**

| Question | Person(s) Responsible | Notes and Decision(s) | Next Steps |
|---|---|---|---|
| Review dates for future meetings | Alisa Shubb/Olga Prizhbilov | 0 | Will meet May 8th at 1:30 pm to discuss any feedback after 1st read at various groups.<br>Celebration for Completion of our work - bring your own drink/bring your own dessert to celebrate.<br>DI Group will come present at this. |
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**DISCUSSION ITEMS:**

| Question | Person(s) Responsible | Notes and Next Steps |
|---|---|---|
| Continue reviewing draft in light of feedback received. | Alisa Shubb | To next steps: need to add an emphasis that there is a real need for PD to be provided in remote environment. Immediately because of COVID and remote working, but also in general because it is more convenient to a lot of employees. |
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**ITEMS FOR FUTURE CONSIDERATION:**

| Topic | Contact Person |
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