Suggestions and Recommendations from the
Coordinated and Intentional Professional Development (CIPD) Workgroup
Spring, 2024

Members:

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Goals of the workgroup:

1. **Establish** a physical as well as virtual home. (Discuss suggestions to the charge of the PD Committee or find another home for this work. Identify where a central webpage would live and who would oversee it.)
2. **Develop** coordinated PD, including mini-conferences and Community Days, along with a schedule for PD and engagement events that folx can plan/schedule for. This could help us focus our efforts and promote coherence and scheduling for events and follow-ups.
3. **Bridge** siloes and **connect** all of these related efforts to our strategic plans and our college theme.

Suggestions and recommendations around implementing PD in the 2024-25 Academic Year:

Flex Days: Weds-Friday before the start of the semester:

1. **Dept and School meetings** (Wednesday)
2. **Planning for Convocation/Opening Day** (Thursday):
   a. Malia is in planning phases, LP and LG are going to assist in developing Opening Day. Should have about 2 hours for Opening Day; planning on doing something a little different.
   b. Malia is on the JJS planning committee as well. Current plans are to bring students in for lunch on Compass Circle, go to ACP orientations, and 1.5 hours of "mini-shops" and campus tours.
   c. Possible agenda: 8-8:45 am Breakfast; 9-11 am Opening Day; 11 am – 12 noon lunch for employees; 12 noon lunch for JJS students, 1-3 pm JJS
      i. Aiming for 15-20 minutes for all speeches total in morning of Opening Day; maybe Nessa leads an interactive workshop/activity in the room (using phones, polls, etc.)

          ii. Maybe we could do community-building circles during convocation too for staff? 15-20 minutes for folx to share about their upcoming semester, hopes, and/or ice-breakers—maybe do this around tables outside with 8-16 folx (2-4 pp per constituency per table)

3. "Professional Development Day: Developing Your Impact" (mini-conference, Friday):
   a. Trainings: Undocu-training, Safe Zone, Disability Aware, etc.; Restorative Practice & Justice; Intersectionality, kindness, restorative justice; Building Equity into your Syllabus; Canvas 101 (enroll and basic training—become a "Canvas Connoisseur")
   b. Adjunct workshops: esp. for culturally responsive teaching
   c. CP trainings (CP would need to be released from their offices): Office 365 (some of these could be for ALL employees), others
   d. ASG workshops as well (maybe "how to serve on a committee" training among other things)
   e. Can do multi-session approach for longer trainings: take Part 1 during Flex week (Fri) and Part 2 at "Community Day"
   f. Work with our SDCCD PD Office to see what they can offer/provide
   g. Provide some virtual sessions, as well as hybrid (for CPs here and across the district, as well as adjuncts); if permitted, can do e-trainings from their desk
   h. Sabbatical presentations: PAC Chair Ang Nguyen is interested in inviting sabbatical folx to present, writing: "I had one person get back to me and said they would be happy to present but would want to present with others. They proposed a "Sabbatical Projects" Workshop. For "Community Day," if I got 2-3 individuals willing to present together, would that be okay? What are your thoughts?" I told her this sounded like a good plan.
      i. Or maybe these sorts of things could be on those brown bag lunch Fridays, if we ever institutionalize those?
   i. Conference Presentations: NCORE share out (or maybe a few of them, like 2-3 sessions).
      i. Or maybe these sorts of things could be on those brown bag lunch Fridays, if we ever institutionalize those?

4. Fall Community Day is scheduled for 9/13/24
   a. Details in the works

5. Coordinating/connecting all PD efforts on campus:
   a. Flex
      i. Our PD Coordinator doesn't have access to all of the Flex materials whereas they do at Mesa and City

        ii. Folx are working on meshing the Vision Resource Center and other PD tools with the Flex system

    b. "Spring 2024 Professional Development Series"

    c. Others like the "Spring 2024 Professional Development Series"

6. How can we fund adjunct PD?

    a. The ASRE (Adjunct Success, Retention, and Equity) Committee is exploring this and is seeking to work with the PDC as well

    b. Also, adjunct faculty can apply for PD in the same way that contract faculty can - through the PD Committee using AFT funds.

        i. This covers workshops and webinars that are paid. (This could be one way to ensure that PT faculty are compensated for their PD – by completing it through paid sources and not at SDCCD.)

7. Classified Professionals PD:

    a. How can we provide more PD for our Classified Professionals in particular? Betty Robles-Leal at SDCCD shared, "Jhelen in HR has really good ideas and I believe she's working with the prof dev coordinators at each of the campuses. But I definitely think we need more when it comes to technical skills and not just soft skills."

8. Badging:

    a. We have a great Canvas site, however since CP don't use Canvas, this seems inaccessible—Laura has been trying to work with Nessa to develop a page on our website. Where would that website live?

    b. Laura and Pablo are interested in badging efforts, however badges are currently only linked through Canvas.

    c. Malia suggested providing Canvas training for Classified Professionals. Can CP access Canvas, and do they currently have accounts? Lisa said it's fairly easy for CP to gain access—supervisors need to submit their names to the District for access.

    d. Another challenge relates to pay for CP PD/badging.

    e. One suggestion is to provide some kind of recognition event for those who earn badges.

    f. Another concern is tying badging into the evaluation process.

    g. Badge applications currently come through the PD Canvas shell to the PD Coordinator, who then brings the application to the PD Committee

    h. There are other ways to do badges besides Canvas. However, once in Canvas CP can take online classes through Canvas very easily (and advance on the pay scale as well).

    i. CP cannot advance on the pay scale through PD. This is one of the challenges. (LG)

      j.   An employee can also be directly sent a completed badge by anyone with admin access to the PD Canvas shell. It is more work for the admin, but it can be done. (LG)

9. Funding the PD Coordinator (so we can keep track of all efforts like this!)
    a. Conversations are happening among leadership to find funding
    b. Mesa College has a team of non-faculty PD specialists (both PT and FT), allowing this role to be fully supported.

Suggestions and recommendations for the Professional Development Committee:

1. Membership: Add Dean of Academic Services (or any the dean/administrator position that makes the most sense), perhaps serve as the Administrator Co-Chair
    o   This would help us track PD budgeting all in one place and be "the match-maker for funding sources"
    o   For PD funding approvals, these are generally only (AFT, BRDS, or Classified-Block Grant)
2. Possible committee reorganization into two or three subgroups (operational and "generative")
    o   Approval of PD Proposals (maybe an operational workgroup—according to the CBA, this needs to be part of a committee--CBA language: 18.3.1)
        ▪   Goal: Ensure that PD proposals are filled out correctly and meet the requirements of different funding sources
        ▪   This is currently the primary focus of the PD Committee
        ▪   Perhaps they bring recommendations to the committee on the consent calendar (see PGA recommendations on consent calendar)
        ▪   Membership: Co-Chair from Business Office (Currently Denise K.) and Elizabeth W.
    o   Campus Professional Development (maybe a generative workgroup—or the primary committee?)
        ▪   Goal: Developing, tracking, coordinating/producing campus professional development
        ▪   Potentially include Opening Day/Convocation and Community Day
        ▪   Membership: Co-Chair/PD Coordinator (Currently Laura P.) and employees interested in developing and running professional learning events
    o   Maybe make Flex a third workgroup of the PD Committee (operational in nature) and increase their role on this committee?
        ▪   Make report outs

- This could facilitate processes for both presenters and attendees, coordinating efforts with PD in general for campus-wide cohesion and awareness

3. Badging
   - A badging structure is already in place in PD Canvas shell; it can be modified or added to
   - Badges can be expanded for all trainings (i.e. Undocu-Training, Disability Aware, Safe Zone, Suicide Prevention, PREDD Data Coaching, etc.)
   - The PD Coordinator and Online Faculty Mentor are currently working on this
4. PD Marketing/Information Management
   - PD Committee could be the central hub for promoting all professional learning events—in coordination with the PIO's Office (Steve Quis)
     - Event information would benefit from being on a central calendar on the Miramar website (would require hours from a CP/NANCE/project asst./clerical staff person)
   - Any PD events happening across campus, for all constituency groups, would be shared with the PDC—this would improve coordination and attendance and reduce duplication
5. PD Data
   - PD Committee can be the central hub for tracking all campus PD data, another reason to include the Dean of Academic Services (or another dean/administrator position that makes the most sense)
6. Define and establish a strong working relationship with the District Professional Development office
   - The District PDC has been developing more workshops and generally becoming more engaged this academic year, it would be good to collaborate with them
   - Betty Robles-Leal at SDCCD shared, "Jhelen in HR has really good ideas and I believe she's working with the prof dev coordinators at each of the campuses. But I definitely think we need more when it comes to technical skills and not just soft skills."