

# Professional Development Committee

## Meeting Minutes (Draft)

### San Diego Miramar College

September 13, 2024 • Zoom • 1:00 – 2:00

Zoom Meeting ID: 880 3748 6223

Password: Travel

#### Members:

Co-Chairs: Laura Pecenco (P), Denise Kapitzke (P)

Membership: Allen Andersen, Ivan Gutierrez, Alanna Milner (P), Olivia Flores, Kiyana Kiel, Nessa Julian (P), Manupriya Sharma (P), Edward King proxy for Elizabeth Whitsett (P)

#### Vacancies:

Classified (3); Faculty (2); Students (1)

- A. **Call to Order** 1:04 PM by D. Kapitzke
- B. **Guest Introductions:** Matthew Jewett, Elias Lopez (Note Taker)
- C. **Approval of Agenda** Amend agenda to include item 5.e - Kandice Brandt (N. Julian, A. Milner) Approved by consensus
- D. **Approval Minutes dated 5.24.24** (N. Julian, A. Milner) Approved by consensus
- E. **Old Business**

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
1	None			

#### F. New Business

#	Item	Strategic Goal*	Accreditation Standard**	Initiator
1	<b>Committee Membership</b>  D. Kapitzke reviewed current membership based on approvals from the respective Senates and constituency groups. The committee discussed a request from the Academic Senate to add membership to represent Adjunct Faculty. To move forward with this request, we will need to follow the process outlined in the Governance Handbook. It is recommended that we add this item to the next committee agenda to discuss further.	III	III	Kapitzke
2	<b>Committee Charge:</b>  a) <b>Review Committee page</b> D. Kapitzke reviewed the PD Committee webpage.  b) <b>CIPD Recommendations</b>  L. Pecenco reviewed recommendations from the CIPD – Coordinated and Intentional Professional Development Workgroup including the development of two workgroups; Travel & PD. D. Kapitzke shared information on how the workgroups would operate and recommend to the larger PD committee for approvals similar to how the BoT operates in voting by consensus.  The workgroups discussion will be added as an agenda item for the next meeting as an action item.  c) <b>Travel Approval Workgroup</b> d) <b>PD Workgroup</b>	III	III	Kapitzke/Pecenco

3	<b>Committee Meeting Schedule</b>  D. Kapitzke reviewed the calendar which reflects meetings on the 2 <sup>nd</sup> and 4 <sup>th</sup> Fridays of the month with the exceptions of holidays and dates outside of the semester calendar. There is a big gap between the end of Fall (12/13) and beginning of Spring (2/14). The committee will consider if we add an earlier date to meet as there will likely be requests during that time. Tentative meeting date of 2/7 to accommodate for the holiday on 2/14.	III	III	Kapitzke
4	<b>PDC Budget Update</b>  D. Kapitzke reviewed the AFT Travel/Conference Budget.  AFT allocates funds based on FTEF. The beginning balance is \$34,478.00, however, travel approved from the previous year is accounted for in the current year budget which leaves a balance of \$27,859.90  BRDS Budget is \$20,008. This budget is for Supervisors and for all-campus professional development.  Classified Block Grant is for Classified Professionals. The balance is \$1,041, however travel approved from the previous year is accounted for in the current year budget which leaves a balance of \$825.56 that is available.  Concerns about approved funding and not closing out travel in time. How can we address this moving forward.	III	III	Kapitzke
5	<b>Professional Development Committee Funding Requests</b>  <b>AFT Funds</b> <b>a) Kevin Petti (\$1,200)</b> Partial funding request as the remaining amounts will be covered out of pocket. International Travel has already received Chancellor and President approval. <b>b) Anne Gloag (\$636.89)</b>  <b>c) Julia Kamp (\$1,200)</b> Partial request as the remaining amounts will be covered by the Mental Health Grant  <b>d) Ryan Moore (\$595.91)</b>  <b>e) Kandice Brandt (\$900.00)</b>  D. Kapitzke reviewed the change to the TR Form effective 7/1/24 and reimbursement rates based on GSA guidelines.  Recommend approval of requests for 5 a-d in the full amounts requested (E. King/M. Sharma). Approved by consensus  <b>Classified Block Grant - N/A</b> <b>BRDS Funds - N/A</b>	III	III	Kapitzke / Pecenco
6	<b>Professional Development Coordinator Update &amp; Committee</b> L. Pecenco discussed two campus-wide professional development events (Community Day and PD Day -Friday of Flex Week).	I, II, V	II, III	Pecenco

	<p>Campus Read will begin and call out for participation will go out next week.</p> <p>Community of Practice focused on Restorative Practices stemming from last year's Community of Inquiry. Books for Restorative Practices library have been received and we will explore how we will set up check out of the materials.</p>			
7	<p><b>Upcoming Professional Development Opportunities</b></p> <p>N. Julian shared information about the upcoming DEIA Institute scheduled for 9/27-9/28 2024 in Irvine and the COLEGAS Conference 11/4-11/5 in Sacramento.</p>	III	III	Julian

G. **Announcements**

H. **Adjourn:** 1:59 PM by consensus

I. **Next Scheduled Meeting – September 27, 2024**

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**San Diego Miramar College 2020 – 2027 Strategic Plan Goals**

I: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success II: Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success III: Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making IV: Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships V: Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community

\*\* [ACCJC Accreditation Standards \(Adopted June 2014\)](#): I. Mission, Academic Quality and Instructional Effectiveness, and Integrity. II. Student Learning Programs and Support Services. III. Resources. IV. Leadership and Governance.