
Professional Development Committee Meeting

Minutes

Location: [Online meeting](#)
Date: September 24, 2020
Time: 3:00pm – 5:00pm

PDC/CPDC Minutes: 9/24/20

Who was in attendance: Jessica Krug, Lea Hald, Julie Chekroun, Nick Fox, Fariba Dinaali, Carla Alvarado, Cyrus Fernandez, Aaron De La Torre, Estela Ruezga, Kiersten Elliott, Brian Rodas

Sept. 10 minutes were approved (KE moved, JK, 2nd, BR abstained)

Discussion topics:

One-Stop-Shop webpage for Professional Development: We have a vanity URL (smc.edu/professionaldevelopment) and we're looking to clarify the content on this page. Discussion included ensuring that we have information for faculty, staff and managers on this page. FAQ component (i.e. how to submit grades, academic dishonesty form, etc.)
Onboarding information

The webpage will also have categories/topics that then will have video links beneath to create a "Netflix" style format for content. Categories might be: Health and Wellbeing, Teaching Strategies, HR Required Trainings, etc.) We would also like a master professional development calendar on the page.

GOAL of the webpage? Encourage window shopping and also have it easy enough for folks to find what they need.

Be sure we aren't duplicating efforts from the Center for Teaching Excellence page- compliment that page.

ACTION ITEM: Lea will inventory content we have- which will help with creating the categories for the page.

ACTION ITEM: Kiersten will create an FAQ page in teams for folks to contribute to.

2021 Theme Discussion:

- This is a summary of the many ideas shared out:
 - Keep on Keepin' On: 2021
 - Creating the "new normal" in 2021
 - Getting to the other side of the pandemic
 - Creating a Shared Community Vision: 2021
 - How to navigate through 2021: Today, Tomorrow and Beyond

We need to include the Equity Committee and the Campus Redesign team (along with Dr. Jeffery and Senate leadership) in the creation of the theme.

We want VP's to share vision

We would like interactive INFO SHARE OUT sessions (like Birds of a Feather) to get more communication and interaction with each other. CONNECTION is key.

Topics: Canvas Pro Tips, Self Care, Epic Fails- let's laugh together, What's working online? How are you building community online? Learning Theory (KE idea), SMC Cribs, How are you Surviving? Reinforce that we're all human and we are here for each other.

HUGE happy hour at the end and have folks put into rotating break out rooms.

PDC Conference Funding Discussion:

Committee decided to bring complicated applications to the committee to discuss. MIS-IT are working on updating the application form in ADOBE

Future Discussion Topics at Future meetings:

- **Onboarding (safe for future meeting)**
- **Jessica Krug Dissertation Presentation**
- **Collaboration Chat with Equity Committee**
- **Invite Jamar London/Nate Donahue to meeting to discuss vision**

REMINDER OF TARGET:

Spring 2021 Flex day: Date March 18 (Thursday)

Goals and areas of emphasis for this year were discussed:

- Continue working with the CPDC partners
- Work with the Equity and Diversity committee
- Create one stop shop for professional development (webpage)
- Equitizing the gateway courses for students
- Onboarding for Faculty and Staff
- Consider the PDC/CPDC's role with The Center for Teaching Excellence
- Move the PDC conference request form online with Adobe Sign and possibly create a "how to apply" video

Meeting adjourned at 5:00