Evergreen Valley College
Professional Development
Committee 2022-2023 Minutes

09/01/22

09/15/22

10/06/22

10/20/22

11/03/22

12/01/22

02/16/23

03/02/23

03/16/23

04/20/23

05/04/23

05/18/23

Evergreen Valley College
Staff Development Committee
Meeting Minutes: Thursday, Sept. 1, 2022

In Attendance: John Kaufmann, Abdie Tabrizi, Diane Soriano, Khanh-Hoa Nguyen-Wong, Margaret Faumui, Mark Gonzales, Terry Cato, Tina Abraham
Guests: Margaret Hamza

Agenda

1. Call to order/Begin Zoom meeting recording/enable live transcript
2. Adoption of Agenda
3. Minutes from 5/19/22 were approved
4. Informational Updates
    a. Chair discussed updates and vacancies for PD Membership for 22/23:
        i. Emailed confirming that members planned to continue
        ii. Stated goal to increase attendance for 2022-23 meeting
        iii. Diane Soriano attended, but Martha Hardin will be able to continue as Student Success representative
        iv. Sue Wetzel has retired: Tina Abraham will represent Nursing/Allied Health for 2022/23
    b. Brief debrief of fall 2022 PDD (will have a more thorough debrief at a future meeting using PDD form feedback
        i. Morning full group session went well
        ii. Student panel was successful
        iii. Issues with setup - will bring Lorenzo and Colleen C. into process earlier for future PDD's
        iv. Food service was okay for most, but some issues. Will confirm special orders at future PD's and delegate more food responsibilities at future PDD's. Ingrid has volunteered to take lead for Jan '23 food.
5. Items for discussion
    a. Funding Application Process updates for 2022-23:
        i. Concur will replace district form
        ii. Utah added to "do not travel" states.
        iii. Discussed possibility of increasing funding limits for 22-23.
        iv. Chair has been in communication with SJCC PD chair, President Gilkerson and Kathy Tran for perspectives and logistics
        v. Chair will meet with committee treasurer to discuss context and logistics of changing funding limits
    b. January PDD Early Planning

       i.   Agreed to come to next meeting with theme ideas: Committee member requested themes from recent PDD's. Chair will gather these and share at next meeting.

      ii.   Committee considered general schedule based on previous PDD's. Agreed on the following rough schedule

         1. 8-9 AM: Morning refreshments
         2. 9-10:30 Full Group Session
         3. 10:45-Noon: Breakout Sessions
         4. Noon - 1PM: Lunch
         5. 1-3PM Division Meetings

     iii.   Chair will send out call for session proposals later in Fall semester

  c. Committee Discussed Goals for 22/23:

       i.   Board Docs Action: Chair will reach out to district and EVC meeting administrators who use BoardDocs to check on feasibility.

      ii.   PDD organization and presentation

     iii.   Funds request updates and improvements

     iv.   Update PDD Documents and Guidelines

6. Consent Items

  a. Committee will continue to vote monthly regarding Zoom meetings in compliance with Brown Act (next vote will be at Sept. 15 meeting)

7. Action Items

8. Next Meeting: Thursday, Sept. 15th

Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, Sept. 15, 2022

In Attendance: Tina Abraham, Vince Cabada, Terry Cato, Margaret Faumui, Martha Hardin, John Kaufmann, William Nguyen, Josh Russell, Abdie Tabrizi, Binh Vo

Visitors: Jennifer Kurushima

Agenda
1. **Call to order/Begin Zoom meeting recording/enable live transcript 3:06 pm**
2. **Adoption of Agenda** (Approved)
3. **Approval of Minutes from 9/1/22** (Approved)
4. **Recognition and Announcements**
    a. **Campus Pulsebeat Reports** - A committee member stated the campus is vibrant and moving in a good direction. Students are engaging in on-campus events. The Hispanic Heritage month event today was special.
5. **Public Comments (limited to three minutes)** N/A
6. **Informational Updates**
    a. <u>PD Membership for 22/23</u>**:**
        i. **Confirm membership for 2022/23** - Andes Quintero will not attend meetings in fall 2022 and will rejoin in Spring 2023. PDC charge consists of two MSC members therefore Raniyah Johnson will leave the committee.
        ii. **Goal to increase attendance -** JK reminded members of their responsibilities and the importance of their input.
        iii. **Chair will share 22/23 membership with senate and president's office after meeting -** Membership consists of sixteen members, therefore nine are needed for a quorum. PDC Chair was voted in as the tiebreaker.
7. **Items for discussion**
    a. **Funding Application Process:**
        i. <u>Review Updated Funding Application Guide</u>
        JK demonstrated updates. The guide was shortened to two pages, and links to CA State documents were added. Twenty-two states are now prohibited from conference attendance as Utah was recently added. The committee approved renaming Post Activity Demonstration to

"Shareback Options". Kathy Tran recommended updating President Gilkerson on any changes.

      ii. <u>Review Funding Form</u> **(Google form that comes to committee chair) -** JK demonstrated updates.

      iii. **Process for getting updated forms onto the website -** JK will contact Shashi to request changing the name from SDC to PDC on the campus website, carbon copying Josh Russell.

    b. January PDD Early Planning

      i. **Brainstorm Theme (recent themes below) -** Committee members provided the following suggestions: Creating a Vibrant Community, Building for the Future, Vibrant Campus - Vibrant Community, and Something similar to Connections That Count. Themes will be revisited.

      ii. **Confirm General Schedule (below) -** (Approved with changes).

      iii. **Brainstorm Sessions and Logistics Notes -** JK will request rooms next to each other, and a walkthrough of technology needs with CTSS staff.

    c. Committee Goals for 22/23

      i. **Board Docs Action - JK Updates.** JK will inquire if an account is set up to upload minutes and documents.

      ii. **PDD organization and presentation -** PDC's Goal is to improve

      iii. **Funds request updates and improvements -** JK demonstrated

      iv. **Update Committee Documents and Guides -** PDC Goal

8. Consent Items

    a. Brown Act Compliance: Continue meetings on Zoom for October 2022? - (Approved)

9. Action Items

    a. Voting on Funding Request Process Updates - Funding increase requests were approved by President Gilkerson, Abdie Tabrizi PDC Treasurer, and the Academic Senate. A motion was made and unanimously approved including a funding increase for full-time to $1200, and Adjuncts to $600 yearly.

    b. Vote on Charles Chau Funding Proposal - (Approved)

10. Next Meeting: Thursday, October 6th

Proposed General Schedule For Jan 2023 PDD - (Approved)
Friday, Jan 27 from 9 AM-3 PM (confirm the date- couldn't find the 2023 academic calendar on the website) JK will follow up

- **8:00-9:00- Coffee and Breakfast**
  - ○ **Theater Lobby/Hallway -** Ingrid volunteered to arrange the setup and food.
- **9:00-10:30: Full Group Session (Theater)**
- **10:45-Noon: Breakout Sessions (around campus)**
- **Noon-1:00 Lunch: Gullo 1 and 2?** (Approved)
- **1:00-3:00 Division Meetings**

Themes from Recent PDDs:
- **Fall '22: Theme: A New Mission into Practice, A New Vision into Focus**
- **March 22 Theme: A Place for All to Learn**
- **Jan 22 Theme: Forging Pathways to Success**
- **Fall 21 Theme: Re-connecting: with our Students, Our Campus, our Colleagues and Ourselves**
- **Fall 19: Work and Home Life Balance**
- **Spring 20 Theme: Restore, Renew, Recharge!**
- **Spring 2018: Community Partners and Campus Life**
- **Fall 2018: The Pathway to Success: Ready, Set, Grow!**
- **Sp 2017: Working Together for Risk Prevention: Through Leadership and Participation**
- **Fall 2017: Educating Generations X, Y, Z**

Meeting Adjourned: 4:25 pm

Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, Oct. 6, 2022

In Attendance: Abdie Tabrizi, Binh Vo, Josh Russell, Ingrid Rottman, John Kaufmann, Khanh-Hoa Nguyen-Wong, Margaret Faumui, Mark Gonzales, Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen

Agenda

1. Call to order/Begin Zoom meeting recording/enable live transcript
2. Adoption of Agenda (approved)
3. Approval of Minutes from 9/15/22 (approved)
4. Recognition and Announcements
   a. Campus Pulsebeat Reports: Kaufmann wondered what was up with all the email auto-replies. He sends out emails and gets an auto reply that the person is away from email and then gets an actual reply from that person minutes later. It leads to a proliferation of unnecessary emails.
5. Public Comments (limited to three minutes)
6. Action Items (moved earlier in meeting to expedite)
   a. Vote on Lorraine Levy Funding Proposal: Approved (but recognize tight timeline). JK looped LL's dean and President Gilkerson in on request before meeting so they could anticipate Concur request. Pre-approval letter was send during meeting to speed process.
7. Informational Updates
   a. PD Membership for 22/23: Chair shared 22/23 membership with senate and president's office
   b. Website has been updated (Thanks Shashi!). Updates will continue with agendas, meeting minutes and PD funding video link.
   c. Update on BoardDocs exploration: JK emailed district and EVC offices about their experience with BoardDocs, requesting info on accessibility for PDC and their user experience. Based on these emails and the positive experience posting on EVC's new website (with a committee member - SN - able to do these), Kaufmann recommended sticking with the website rather than BoardDocs. Committee agreed.
   d. JK Shared updated PDC page on EVC website and PD funding links with campus in meeting agenda email. Will continue to do so.
   e. Weekly Concur sessions discussed: JK Dropped in on a Concur session to make sure they were happening as advertised (it was!). Recommended session for PDC members. Concur trainings are offered Wednesdays from 9-11 AM at this link. (this information is now on the PD funding guidelines doc)
   f. Committee Goals for 22/23
      i. PDD organization and presentation

      ii.   Funds request updates and improvements (and more applicants)

      iii.   Update Committee Documents and Guides

8. Items for Discussion

   a. Questions/Comments about Funding Application Process

      i.   TC asked clarifying questions about PD Funding vs. PRC committee (courses that could move one up the salary ladder). JK shared that there was a planned PDD presentation on this topic, but the presenter had to cancel for personal reasons. We will work to get this session back for Jan 23 PD day. JK will also include a link to the PRC in the PD Funding Guide.

      ii.   AT suggested adjusting hypothetical funding example in guide to reflect updated funding values. JK updated example in the funding guide.

   b. Review Campus Feedback from August 2022 PDD (form responses)

      i.   JR suggested getting feedback form out sooner to increase participation. We will include feedback form with PD Web-Agenda for Jan 23 PDD so people can provide feedback in real time or after a particular session.

      ii.   87% of respondents mostly or very satisfied with event

      iii.   94% very satisfied with communication surrounding event. We will continue with emails, meeting invitations and web-agenda for event.

          1. Mostly positive comments, but one critical: "Many of us missed getting backpack because was no where announced in agenda"

      iv.   75% found Thurs AM full-group session relevant and helpful. Mostly positive comments, but some critical:

          1. "A little bit too long"

          2. "I found it awkward ice breaker of talking to a stranger next to me. They all had they group of friends and felt ignored by everyone around me. Awkward." JK Noted this is an argument for more ice breakers.

      v.   75% found mentimeter and student panel relevant and helpful. Mostly positive comments, but some critical:

          1. "Wondering why no White identifying students with multiple barriers to achieving success not included in panel. Who comes to mind for me is a caucasian wheelchair bound student I met some years ago"

          2. "Students were mostly on their first semester (not representative of in depth experiences)"

          3. "I would have liked more diversity in those voices -- 3-4 of them were dual enrollment students and had similar statements."

          4. JK noted that representatives from all special academic programs were invited to nominate students (Enlace, Inspire, Honors, Women & Gender Studies, Dual Enrollment, Umoja-AFFIRM). All nominated students were invited. Due to few nominations, dual enrollment had the highest representation. JK and committee

reached out to students as well. We reached out to many students of diverse backgrounds, but In the end, we took the students that could commit. We hope it will be easier to get commitment now that campus is feeling more "open." We will continue to work with special programs and offer stipends/gift cards to encourage student participation.

    vi.   75% found Thursday/Friday breakout sessions relevant and helpful. Mostly positive comments, but some critical:

        1. "[one session] felt like I was attending a hard sell marketing presentation"

        2. "i only participated the morning opening. I was told to go to work at 10:am. So I literally didn't taste the PDD flavor."

    vii.   88% were satisfied with catering/food. Mostly positive comments, but some critical:

        1. "Ugly burrito. Full of insipid rice. Don't recommend to ever again purchase from them. The second day breakfast wasn't individually wrapped. What happened with the logic that we are still in pandemic? Only the first day felt safe to get breakfast. The second day was all "touched all over the place". Went hungry all morning. Felt dirty getting breakfast on Friday."

        2. We are confident that having food service back on campus for future PDD's will help keep coffee hot and keep essential in-house. We will also form a catering sub-committee to balance workload and focus on food. Ingrid R volunteered to lead this sub-committee

        3. Committee members heard feedback about wanting more water bottles. JK is not a fan of handing plastic water bottles out like candy. Committee discussed options for future PDD's: providing limited water bottles, but trying to encourage sustainable hydration by encouraging people to bring water bottles (in emails/publicity), sharing a map to campus filling stations, and possible a reusable water bottle giveaway.

    viii.   Relevant "additional feedback"

        1. "more interactive activities to get to know colleagues that we may not know beyond saying hello in the hallway as we scurry off to work" Committee idea: Use the EVC mascot head for a "masked singer" event at lunch or in full group session.

        2. "Members of the staff, faculty and calssified should have the chance to participate the PDD in its entirety"

        3. "There needs to be a push for classified strand(staff?) workshops"

        4. "one short meeting for everybody on Friday morning"

  c. January PDD Planning

    i.   Discussed Theme Ideas:

1. Vibrant Campus, Vital Connections
2. **Vital Connections, Vibrant Campus** (chosen theme)
3. Building for the Future
4. Being a Connection that Counts OR Students are Connections that Count (on US!)

    ii. Questions and Ideas for Full-Group Session
1. [Jan. 22 Public Program for Reference](#)
2. JK Suggested Family Feud to make content playful - possibly take an all-EVC survey to get "top answers" for the board.

    iii. General Schedule is Confirmed (below)

    iv. JK will send out call for submissions for breakout sessions with chosen theme.

    v. Recommended Sub-committees:
1. Food Sub-Committee: Ingrid chairs
2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
3. Tech Sub-Committee: Josh

9. Consent Items
   a. Brown Act Compliance: Continue meetings on Zoom for October, 2022 (will vote at next meeting whether to continue on Zoom in November, 2022)
10. Action Items
    a. Moved earlier for this meeting
11. Next Meeting: Thursday, October 20th

Proposed General Schedule For Jan 2023 PDD
Friday, Jan 27 from 9AM-3PM
- 8:00-8:50- Coffee and Breakfast
  - Theater Lobby/Hallway
- 9:00-10:30: Full Group Session (Theater)
- 10:45-Noon: Breakout Sessions (around campus)
- Noon-1:00 Lunch: Gullo 1 and 2?
- 1:00-3:00 Division Meetings

Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, October 20, 2022

In Attendance: John Kaufmann, Martha Hardin, Abdie Tabrizi, Ambica Gill, Ingrid Rottman, Josh Russell, Khanh-Hoa Nguyen-Wong, Margaret Faumui, Terry Cato, Tina Abraham, William Nguyen
Visitors: Ali Rahbar, Alexis Marquez Villa

Agenda
1. Call to order/Begin Zoom meeting recording/enable live transcript 3:05 pm
2. Adoption of Agenda - Approved
3. Approval of Minutes from 10/6/22 - Approved
4. Recognition and Announcements
   Announcement
   Josh Russell was nominated to represent College Council at the District Counsel starting in November. Saloshni Chand will join the SDC in his place.
   a. Campus Pulsebeat Reports
      Spooktacular scheduled for October 31, 2022 students are excited.
      Spring Tuition will be free.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   a. More Website updates on the way (Thanks Shashi!) - We are making progress.
   b. Meeting agenda, website, PD funding links, and PDD submission link sent out in all-campus email
   c. 10 PD Funding Proposal - most in last few years - a good sign! JK has reached out to all applicants, noting funding discrepancies, time crunches, restricted state errors, and work-absence reminders.
   d. Updates to funding request guidelines: PRC committee link, hypothetical example adjusted to reflect current funding levels for Discussion
7. Items
   a. Questions/Comments about the Funding Application Process
      Question - A committee member questioned if the conference request spreadsheet should be confidential or appropriate to allow visitors to see. A committee member advised we can share information as we are using public funds.
      Suggestion - A committee member suggested uploading Conference Shareback information to the PDC website for others to review.
      The committee approved.

8. Action Items
   a. Voting on PD Funding Applications - JK shared the Conference Request Spreadsheet.
      i. Alexis Marquez Villa - **Approved**
      ii. Egbert R Higinio - **Denied**, International travel requires Board Approval
      iii. Sarai Minjares - **Approved**
      iv. Reza Brojerdi - **Approved**
      v. Peter Miskin - **Denied** late application, must be submitted in advance so approvals and
forms can be completed before travel.
      vi. Kelly Nguyen-Jardin - **Approved**
      vii. Garry Johnson - **Denied** late application, must be submitted in advance so approvals
and forms can be completed before travel.
      viii. Tina Tieu - **Approved**
      ix. Stephanie Posadas - **Approved**
      x. John Carrion - **Approved**
   b. January PDD Planning
      i. Theme: Vital Connections, Vibrant Campus
      ii. Questions and Ideas for Full-Group Session
            1. Jan. 22 Public Program for Reference
            2. What content/speakers/activities would support the chosen theme?
               Suggestion - add activity for Nursing students to take vital signs.
      iii. General Schedule Confirmed (below)
      iv. JK sent out a call for submissions for breakout sessions
         Link to session proposals sent to campus community.
      v. Sub-committees:
            1. Food Sub-Committee: Ingrid
            2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
            3. Tech Sub-Committee:
9. Consent Items
   a. Brown Act Compliance: Continue meetings on Zoom for November 2022 - JK will follow up.
10. Next Meeting: Thursday, November 3rd, 3 PM

 Proposed General Schedule For Jan 2023
PDD Friday, Jan 27 from 9 AM-3 PM
         ● 8:00-8:50- Coffee and Breakfast ○ Theater
           Lobby/Hallway
         ● 9:00-10:30: Full Group Session (Theater)
         ● 10:45-Noon: Breakout Sessions (around
            campus)
         ● Noon-1:00 Lunch: Gullo 1 and 2?
         ● 1:00-3:00 Division Meetings

Meeting Adjourned: 4:11 pm

Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, November 3, 2022

In Attendance: John Kaufmann, Abdie Tabrizi, Terry Cato, Vince Cabada, Saloshni Chand, Mark Gonzales, William Nguyen, Margaret Faumui, Khanh-Hoa Nguyen-Wong, Tina Abraham, Ambica Gill
Visitors: Matais Pouncil, Steven Mentor

Agenda
1. Call to order/Begin Zoom meeting recording/enable live transcript - 3:00 pm
2. Adoption of Agenda - Approved
3. Approval of Minutes from 10/20/22 - Approved
4. Recognition and Announcements
   The PDC Chair welcomed Saloshni as a new PDC Committee member.
   - a. Campus Pulsebeat Reports - Committee member stated students concerned tuition is free however must pay for parking permit. Information provided, students must apply for financial aid to receive free tuition and reimbursement for parking.
5. Public Comments (limited to three minutes) n/a
6. Informational Updates
   - a. Website updates (Thanks Shashi!) Chair follows up with Shashi sending regular updates. Folder added to PDC website for Shareback documents, PD Day presentations, and videos.
   - b. Meeting agenda, website, PD funding links and PDD submission link sent out in all-campus email - Chair will continue to send these.
7. Items for Discussion
   - a. Questions/Feedback on Funding Application Process: The PDC Chair provided an example of a Funding Application that came last week for a conference request that started the day before the PDC meeting. Per a discussion last semester with President Gilkerson, the guidelines are that the PDC must approve requests before the travel takes place for liability reasons. The PDC Chair shared the actions he takes before the PDC meetings which are to look over the Application for any red flags and reach out to the applicant, the Dean, and the President. The goal is to alert the Dean before the travel takes place, if the PDC cannot fund the request, perhaps seek funding from the division, revise the timeline, and to alert applicants. A committee member stated our ultimate goal is to support people to travel, perhaps if the PDC is notified in advance then we can work with them. A committee member suggested for the PDC Chair to attend the Dean's meeting to go over the process for the new dean.

b. Clarification on International Travel Funding - The PDC Chair reached out to President Gilkerson, Kathy Tran, and former PDC Chairs about the guidelines. Kathy Tran states PD funding can go towards international travel as long as it goes through the approval process of the President and the Board, reference Board Policy 7400. Kathy recommended the following:

1. Obtain approval from PDC.
2. Work with the Dean, VP, and President to obtain approval.
3. If approved by the President, work with the area's VP Executive Administration to put on the Board Agenda for approval.
4. Once approved by the Board, create a "Travel Request in Concur" and attach the Preapproval letter from PDC and also the Board Agenda.

The PDC Chair recommends checking the timeline before your travel.

President Gilkerson recommends attaching the schedule of due dates for any board items, planning in advance to ensure Board approval occurs before any travel-related expenditures are made, ensuring how much funding is covered by PDC Funds, other college/departmental funding, and or the employee's personal expense in the request to the board.

A committee member suggested including a paragraph in the application stating the PDC will review the application and provide conditional approval subject to Board approval. The applicant will work with . . . The applicant must notify the PDC Chair if board approved before travel, otherwise the PDC Committee's approval is void.

The PDC Chair's Proposed Next Steps:

1. Work specific language into Guidelines
2. Communicate to the campus community.
3. "Flag" international travel funding requests as they come in.
4. Check international requests against the board timeline.
5. Approve international travel if it has a realistic timeline and meets our other criteria.

Guest Steven Mentor asked whether he can apply to go to a conference if he missed the timeline.The PDC Chair stated we cannot approve travel that has already taken place. Steven stated he only wants to attend the conference if he is a guest speaker and will not know this until later. A committee member suggested applying for funding ahead of time then deciding if he will attend. The PDC Chair stated we created the process to be relatively simple. Steven confirmed the process is simple and the video is helpful. Steven inquired if there was an appeal process. The PDC Chair stated you can appeal to the President. A committee member stated some departments also

have funding. Steven suggested addressing the timeline for Board Approval in the PDC Video. A committee member suggested adding International Travel timeline language to the application. A former PDC Chair suggested specifying the exact timeline, perhaps submitting the domestic application one month before the PDC meeting, and 60 days before International travel.

The PDC Chair reminded the committee we denied an International Travel request in our last meeting due to the timeline. The PDC Chair will add this to the PDC agenda for the next meeting.

8. Action Items
    a. Voting on PD Funding Applications:
        i. Bhawana Mishra (Kamil) - **Approved**
        ii. Steven Mentor - **Denied due to the timeline**
9. Further Items for Discussion
    a. January PDD Planning
        i. Theme: Vital Connections, Vibrant Campus
        ii. Questions and Ideas for Full-Group Session
            1. Vibrant Possibilities - Family Feud survey campus community on interesting topics. Requests for questions for the survey.
            2. Activities to encourage connections
        iii. General Schedule Confirmed (below)
        iv. Share ideas for Breakout sessions to pursue (JK will follow up with potential presenters)
            1. Josh Russell's Meditation
            2. Paystub tutorial
            3. Eric Narvesson
            4. PD Travelers
            5. Jovita Valdez Arts & Crafts
            6. Pickleball
            7. PD Funding
        v. Sub-committees:
            1. Food Sub-Committee: Ingrid, JK will follow up with Ingrid.
            2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
            3. Tech Sub-Committee:
10. Consent Items
    a. Brown Act Compliance: Continue meetings on Zoom for November, 2022, will revisit next meeting RE: December
11. Next Meeting: Thursday, November 17th, at 3PM

Approved General Schedule For Jan 2023 PDD Friday, Jan 27 from 9AM-3PM
    ● 8:00-8:50- Coffee and Breakfast ○ Theater Lobby/Hallway
    ● 9:00-10:30: Full Group Session (Theater)

- 10:45-Noon: Breakout Sessions (around campus)
- Noon-1:00 Lunch: Gullo 1 and 2?
- 1:00-3:00 Division Meetings

Meeting Adjourned: 4:30 pm

Evergreen Valley College
Professional Development Committee
Meeting Minutes: Thursday, December 1, 2022

In Attendance: John Kaufmann, Abdie Tabrizi, Ingrid Rottman, Margaret Faumui, Mark Gonzales, Ambica Gill, Saloshni Chand, Khanh-Hoa Nguyen-Wong
<mark>Shashi Naidu, Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen, Binh Vo,</mark>
Visitors: Matais Pouncil

Agenda:
1. Call to order/Begin Zoom meeting recording/enable live transcript
2. Adoption of Agenda
3. Approval of Minutes from 11/17/22
4. Recognition and Announcements
   a. Campus Pulsebeat Reports
5. Public Comments (limited to three minutes)
6. Informational Updates
   a. Website updates (Thanks Shashi!)
   b. Meeting agenda, website, PD funding links, and PDD submission link sent out in all-campus email - Next information update will pertain to PDD Specifics i.e. Food, Family Feud, Calendar request.
7. Items for Discussion
   PD Chair shared an email sent by an EVC member inquiring if we can offer PDD as a Hybrid format suggesting we conduct an employee survey. The PD Chair stated for fall 2022 we recorded the full sessions to accommodate those concerned. We included Closed Captioning for Accessibility. Many sessions were offered on Zoom. A committee member stated it is up to the individual and their Dean who can make accommodations. Another member stated our charge is to arrange PDD, the function or format belongs to the college.
   a. Detailed process for July/August "donut hole" applications.
   b. Guest Kathy Tran
      The PD Chair shared the notes from their discussion. Summer June, July, and August application must be received by the PD Chair three days before the final PD Committee meeting of the Spring semester. June applications follow the standard process as June is in the same fiscal year as the committee meeting. July/August funding applications reviewed following established guidelines. If application approved by the committee, funding not formally approved the SJECCD Board until September therefore applicants advised approval is "contingent on budget-line funding". PD Chair confirms with Kathy Tran/Business Services funding account has been "refreshed" for the new fiscal year. Applicants must wait for formal approval before Concur Travel. A claus will be added stating if you apply during this timeframe expect a delay in reimbursement and potential funding for travel or expenses may not be granted based on funding availability.

8. Action Items
    a. Voting on PD Funding Applications:
        i. Jose Sanchez: National Inst. for Study of Transfer Students Conference Approved, PD Chair will follow up with an approval letter.
        ii. No other applications as of 9 AM on 11/30/22
9. Further Items for Discussion -
    a. January PDD Planning
        i. Theme: Vital Connections, Vibrant Campus
        ii. General Schedule Confirmed (below)
        iii. Updates/Logistics for Full-Group Session
            PD Chair showed Student Vital Connections video which will be played during Family Feud as a Commercial break.
        iv. Update/Discussion on Breakout session submissions
            The PD Chair shared the Breakout sessions. A member confirmed the Financial Aid workshop facilitator works with that department. A member suggest contacting the F.A. Supervisor to ensure current information is provided. The PD Chair will follow up. The PD Chair will suggest adding an EVC Counselor to co-facilitate the workshop on discussing sensitive topics.
        v. Updates/Discussion on Lunch and Mascot Singer (MS) idea
            JK will follow up with borrowing the EVC Mascot costume. Fresh and Natural back on campus, convenient. Their contract states they have the first right of refusal, if they provide a cheaper price. Le Boulanger may provide a better price. Tentative F&N Breakfast Burritos, Le Boulanger Lunch. Ingrid will follow-up.
        vi. Updates/Discussion on Division Meetings
        vii. Sub-committees:
            1. Food Sub-Committee: Ingrid
            2. Facilities Sub-Committee: Rooms and Facilities Set-up: Vince
            3. Tech Sub-Committee:
            4. Mascotted Singer logistics:
10. Consent Items
        a. Brown Act Compliance: Continue meetings on Zoom for December, 2022
11. Next Meetings:
        a. Thursday, December 15th, at 3PM (Canceled)
        b. PD Day on January 27th! (will require some "touching base" in January)
        c. First meting of 2023: Thursday, Feb. 16th at 3PM
    Approved General Schedule For Jan 2023 PDD Friday, Jan 27 from 9AM-3PM
        ● 8:00-8:50- Coffee and Breakfast ○ Theater Lobby/Hallway
        ● 9:00-10:30: Full Group Session (Theater)
        ● 10:45-Noon: Breakout Sessions (around campus)
        ● Noon-1:00 Lunch: Gullo 1 and 2?
        ● 1:00-3:00 Division Meetings
Meeting Adjourned: 4:34 pm

Evergreen Valley College
Professional Development Committee
Meeting Minutes for Thursday, February 16, 2023

2022-23 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting Link for Feb 16 Meeting: https://sjeccd-edu.zoom.us/j/88453219944
Meeting location for March-May 2023: Gullo 1 Conference Room

In Attendance: John Kaufmann (chair), Abdie Tabriz, iAndres Quintero, Khanh-Hoa Nguyen-Wong, Saloshni Chand, Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen

Absent Members: Ambica Gill, Binh Vo, Ingrid Rottman, Margaret Faumui, Mark Gonzales, Shashi Naidu

Meeting Guests: Matais Pouncil

Agenda

1. Meeting called to order at 3:03PM. Zoom Recording and live transcript turned on.
2. Agenda adopted
3. Minutes from 12/1/22 Meeting Approved
4. Recognition and Announcements: JK shared he presented at the Deans Meeting earlier on 2/16 to review the role of deans in the PD Funding Request Process
5. Public Comments (limited to three minutes) No public comments at this meeting
6. Informational Updates
   a. Website updates: Agenda, Approved Minutes and updated funding request guidelines updated to EVC's PD Website by committee member Shashi Naidu.
   b. Meeting agenda, website, and PD funding links sent out in all-campus email on Tuesday, Feb. 14, 2023
   c. Brown Act Meeting Format Changes:JK moved meetings in-person in response to email from senate president on 1/27/23: "we are required to return to in person meetings.   We can do our first meeting virtually but you should announce that meetings will be in person moving forward."   This decision came through interpretation of the Brown Act by ASCCC. Further Context:
      i. The Brown Act applies to the Board of Trustees, as they are elected by the public. The only permanent committees officially recognized by the Board in their Board Policies and Administrative Procedures (BP & APs) are the three academic senates, namely the Evergreen Valley College Academic Senate, the San Jose City College Academic Senate, and the SJECC District Academic Senate. These decision-making bodies have "10+1" responsibilities granted by law (AB 1725, Community College Reform Act, 1988) that affect how the colleges and district operate, therefore they are subject to the Brown Act in their meetings and actions. Some of those responsibilities have been delegated to permanent standing committees, such as curriculum, therefore those standing committees must follow the Brown Act.

  ii. The Brown Act applies to the Academic Senate and its four permanent standing committees: The All-College Curriculum Committee, The Distance Education Committee, The Professional Development Committee and Student Learning Outcomes and Assessment Committee. Any subcommittees of these four standing committees are not subject to the Brown Act, as they generally act as advisories, that recommend action to the four standing committees or the senate.

  iii. JK Followed up with the senate president for confirmation or any updates

 d. PIC Committee (PDD Alt Plan) update:

  i. JK reminded committee of Alt plan process: PIC Committee formed by Senate president and applications for alt plans are submitted to and reviewed by this committee. PDC committee does not review alt plans.

  ii. JK encouraged Fac Senate president to send out alt plan submission form and instructions. JK heard back that committee had been formed, but has not seen announcement. JK will follow up with senate president and encourage full campus sendout, as March PDD is drawing near.

7. Items for Discussion

 a. Continued member participation with in-person meetings? The move to in-person meetings will cause some members to depart the committee due to adjunct or part-time work schedules that allow them to join via Zoom, but not attend in-person meetings during our set meeting times.

 b. JK shared updated PD funding request guidelines, addendums,links and wording that updates applicants on summer "Donut Hole" process and emphasizes importance of completing Concur requests before travel.

 c. We discussed a question from Diane Soriano about a professional development opportunity. This specific opportunity was a certificate program and not something the committee funds.

8. Action Items
    a. Committee reviewed and approved funding for the following applications:
        i. Martha Hardin: Transfer Conference (Meets criteria, but no funding required)
        ii. Huong Pham: CHIA 23rd Annual Conference "Making Waves"
        iii. JUDITH GIRARDI: 2023 Online Teaching Conference
        iv. Claudia Schalesky: CHIA's 23rd Annual Educational Conference: Making the Waves
        v. Maria Esperanza Outeirino-Feijoo: CHIA's 23rd Annual Educational Conference: Making the Waves
        vi. Kellie Bornhoft: Bioneers (one member abstained, concerned that the conference was not appropriately academic in nature. After reviewing the conference speakers and agenda, as well as the applicant's artistic portfolio, other members felt there was a clear connection between the conference and the applicant's artistic interests and areas of teaching.)
9. Further Items for Discussion
    a. January PDD Debrief
        i. JK Shared attendance numbers on PDD attendance form. Close to 300 entries, sortable by name, division, breakout session, etc.
        ii. JK Shared Attendee Feedback Responses from Jan PDD. Much higher rate of submission due to sending out form on day of event. Responses will be used to inform future PDD planning.
    b. The committee discussed and approved the general schedule for the March 17 PDD below. Committee members chose to focus on DE sessions (along with others) to support the required DE ongoing training on campus.
    c. Kaufmann shared that he will need to step down as chair after the 2022-23 academic year, due to the required teaching load with the launch of the AA-T in Theatre starting in the fall of 2023.
10. Next Meeting:
    a. Thursday, March 2nd, 3:00-4:30 PM Gullo 1 Conference Room

Approved General Schedule for PDD on Friday, March 17, 2023 from 9AM-3PM
- 8:00-9:00 Coffee and Breakfast
- 9:00-10:30: Breakout Session 1
- 10:45-12:15 Breakout Sessions 2
- 12:15-1:15 Lunch:
- 1:30-3:00 Breakout Session 3

Evergreen Valley College
Professional Development Committee
Meeting Minutes for Thursday, March 2, 2023
2022-23 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting location: Gullo 1 Conference Room

In Attendance: John Kaufmann (chair), Abdie Tabriz, Andres Quintero, Margaret Faumui,Saloshni Chand,Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen

Absent Members: Ambica Gill, Binh Vo, Ingrid Rottman, Khanh-Hoa Nguyen-Wong, Mark Gonzales, Shashi Naidu

Meeting Guests: None

Agenda

1. Meeting called to order at 3:03PM.
2. Agenda adopted
3. Minutes from 2/16/23 Meeting Approved
4. Recognition and Announcements:
   a. JK shared that he met withPresident Gilkerson to discuss the March PDD. President Gilkerson encouraged PDC to consider a Conference Poster Session for folks who have taken advantage of PDD Funding in the past year. JK thought this was a good idea but wondered if it could be a part of the PD Day structure that is in place. It is a chance for folks to "Shareback" what they gained at conferences and workshops. President Gilkerson also wondered if the PDC or a subcommittee could partner with her office on end-of-year staff recognition events.
   b. Tina shared that the class schedule for fall will start before Labor Day, as in past years. (there had been talk of starting after Labor Day)
5. Public Comments (limited to three minutes) No public comments at this meeting
6. Informational Updates
   a. [Website updates](): Agenda, approved minutes and updated funding request guidelines were added to EVC's PD Website by committee member Shashi Naidu.
   b. Meeting agenda, March 17 PDD info and PDD breakout session proposal link sent out in all-campus email on Tuesday, Feb. 28, 2023
   c. PIC Committee (PDD Alt Plan) update: JK reminded committee of Alt plan process: PIC Committee formed by Senate president and applications for alt plans are submitted to and reviewed by this committee. PDC committee does not review alt plans.
7. Items for Discussion
   a. Discussed current PD Funding applications (A. Quintero)

8. Action Items
   a. Committee reviewed and approved funding for the following applications:
      i. Approved $600 to support Andres Quintero for Western Political Science Association Annual Conference in San Francisco April 6-8, 2023. JK will follow up with funding approval letter.
9. Further Items for Discussion
   a. Planning for March 17: Breakout sessions
      i. Reviewed submissions from web form
      ii. JK will follow up with suggestions from committee members and president Gilkerson
      iii. JK will follow up with folks who have had funding approved in the past year.
   b. Food Sub-Committee update from Ingrid: Using Fresh and Natural, similar menu, but with some changes that incorporate the "Green" theme and response to attendee feedback (like including real creamer).
   a. PDD Rooms Sub-committee: Vince will secure Cedro banks of rooms. We will monitor other room needs for PDD.
   c. JK PDD Follow-Up Items:
      i. Follow up on session proposals and our list
      ii. Send out all-campus calendar invite
      iii. Create Web-agenda
      iv. Create attendance sheet/QR and Tinyurl
      v. Create feedback form
   d. Kaufmann will need to step down as chair after the 2022-23 academic year. He asked current committee members to consider taking on the chair role for the 2023-24 academic year.
10. Next Meeting:
   a. Thursday, March 16th, 3:00-4:30 PM Gullo 1 Conference Room

Approved General Schedule for PDD on Friday, March 17, 2023 from 9AM-3PM
- 8:00-9:00 Coffee and Breakfast
- 9:00-10:30: Breakout Session 1
- 10:45-12:15 Breakout Sessions 2
- 12:15-1:15 Lunch:
- 1:30-3:00 Breakout Session 3

Evergreen Valley College
Professional Development Committee
Meeting Minutes for Thursday, March 16, 2023
2022-23 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting location: Gullo 1 Conference Room

In Attendance: John Kaufmann (chair), Abdie Tabriz, Ambica Gill, Andres Quintero, Khanh-Hoa Nguyen-Wong,Margaret Faumui, Saloshni Chand, Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen

Absent Members: Ingrid Rottman (shared written report), Mark Gonzales, Shashi Naidu

Meeting Guests: Matais Pouncil

Agenda

1. Meeting called to order at 3:03PM.
2. Agenda adopted
3. Minutes from 3/2/23 Meeting Approved
4. Recognition and Announcements:
5. Public Comments (limited to three minutes) No public comments at this meeting
6. Informational Updates
   a. [Website updates](): Agenda, approved minutes and updated funding request guidelines were added to EVC's PD Website by committee member Shashi Naidu.
   b. Kaufmann shared updates on communication from senate president regarding remote member attendance. Shared email from 3/13/23 discussing recent talks with President Gilkerson and SJCC Senate President Judith Bell. Essentially, anyone attending remote who is a voting member must indicate their address which must be included in the agenda. We will need to know which members are attending remotely and where they are located. (Vehicles do not count). JK will follow this process beginning with committee's April meetings.
   c. Kaufmann gave a deadline of March 16 EOD for any committee members to indicate interest in PD Committee chair position. JK shared with senate president that no current members have expressed interest.
   a. Staff Appreciation Sub-Committee has been formed with (Thank you: Mark, Terry, Margaret F., Ingrid). JK will work with Penny to identify a meeting time with President Gilkerson
7. Items for Discussion
   a. Discussed current PD Funding applications: P. Miskin, M. Nievera-Lozano, G. Flores and E. Ortiz.
   b. Committee identified and discussed contradictions in language regarding funding for courses and classes in the current funding guidelines. Committee

historically and currently intends to support conferences and workshops that meet other funding mandates. Academic classes, and courses for certification programs are not eligible for funding. Our intention is not to fund activities that can also be used for salary advancement (to avoid "double dipping"). Kaufmann will update the guide to clarify this language/intention and repost to the EVC Website.

8. Action Items
   a. Committee reviewed and approved funding for the following applications:
      i. Approved $1,200 for Peter Miskin to attend the National Council for Mental Health online Workshop from April 24-26, 2023.
      ii. Approved $1,200 for Melissa-Ann Nievera-Lozano to attend the Association for Asian American Studies Conference from June 4-6, 2023, in Long Beach, California.
      iii. Approved $1,173.70 for Elaine Ortiz kristich to attend the CCC Online Teaching Conference from June 21-23, 2023, in Long Beach, California.
      iv. Approved $600 for Gustavo Flores to attend the 2023 Southwestern Anthropological Association Conference from April 7-8, 2023, in Long Beach, California.
      v. JK will follow up with funding approval letters awarded travelers.

9. Further Items for Discussion
   a. Planning for March 17: Breakout sessions are on track. There are 4 strong sessions in each of the 3 breakout session slots.
   b. The Talent show has 4 acts and will proceed during lunchtime!
   c. Food Sub-Committee update from Ingrid: Using Fresh and Natural, all is on-track. RSVP form was sent out. IR will put names onto boxes to reduce confusion.
   a. PDD Rooms Sub-committee: Vince has secured Cedro banks of rooms.
   d. JK updated web-agenda, created attendance forms, created QR code and tinyurl for attendance form and shared with presenters/admin teams. Paper copies of QR and agenda will be circulated in the morning.
   e. Reminder that Kaufmann will step down as chair after the 2022-23 academic year.
   f. Due to spring break in April, there is an extended gap between PDC meetings. Kaufmann will monitor funding requests and may request a special vote to consider any time-sensitive requests.

10. Next Meeting:
    a. Thursday, April 20, 3:00-4:30 PM in the Gullo 1 Conference Room

Evergreen Valley College
Professional Development Committee
Meeting Minutes for Thursday, April 20, 2023
2022-23 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting location: Gullo 1 Conference Room

In Attendance: John Kaufmann (chair), Andres Quintero, Ingrid Rottman, Margaret Faumui, Saloshni Chand, Terry Cato, Vincent Cabada, William Nguyen

Absent Members: Abdie Tabriz, Ambica Gill, Grace Tong, Khanh-Hoa Nguyen-Wong, Mark Gonzales, Shashi Naidu, Tina Abraham,

Meeting Guests: Ann Marie Machamer, Manuel Rosas

Agenda

1. Meeting called to order at 3:04PM.
2. Agenda adopted
3. Minutes from 3/16/23 Meeting Approved
4. Recognition and Announcements:
   a. Kaufmann introduced Manual Rosas, in-person attendee with interest in PD chair position.
5. Public Comments (limited to three minutes) No public comments at this meeting
6. Informational Updates
   a. [Website updates](): Kaufmann shared the latest website updates. Will add agenda and approved minutes after 5/4/23 meeting
   b. Meeting protocol: Kaufmann reported on experience at in-person senate meeting and confirmed that PDC will continue our current meeting structure through the end of the spring semester.
   c. Kaufmann shared that he had met with and emailed with several candidates interested in the PD chair position for starting in Fall 2023. The senate has received several applications and has been interviewing candidates.
   a. Staff Appreciation Sub-Committee (Mark, Terry, Margaret F., Ingrid) has met several times with Penny/President Gilkerson. They have been consulting on food, decor, and ideas for future employee recognition events.
   b. Kaufmann updated on letters sent to applicants approved at previous meeting.
7. Items for Discussion
   a. Ann Marie (Amber) Machamer shared Delineation of Functions documents and explained how the document could be beneficial in addressing questions about who is responsible between district and college.
   b. Committee reviewed current PD Funding applications. Confirmed eligibility requirements met, FT/PT status and max funding limits.

8. Action Items
   a. Committee reviewed and approved funding for the following applications:
      i. Claudia Barbosa-Daniels: Umoja Summer Learning Institute - FUNDING APPROVED
      ii. Paulette Sadler: Umoja Summer Learning Institute - FUNDING APPROVED
      iii. David Hendricks: Umoja Summer Learning Institute - FUNDING APPROVED
      iv. Charles Van Meurs: Umoja Summer Learning Institute - FUNDING APPROVED
      v. Elaine Ortiz Kristich: CCC Online Teaching Conference - FUNDING APPROVED
      vi. Leticia Burke: CCC Online Teaching Conference- FUNDING APPROVED
      vii. Elaine Kafle: CNA Directors Conference FUNDING APPROVED
      viii. Mia Vodanovich: Craigardan Writing and Scholar Residency - FUNDING APPROVED
      ix. Grace Estrada: CCC Strategic Enrollment Management Program FUNDING APPROVED
      x. JK will follow up with funding approval letters awarded travelers.
9. Further Items for Discussion
   a. March 17 PD Day Debrief
      i. AttendanceKaufmann shared an Attendance summary: 264 submissions through the online/QR form. Kaufmann has saved data of in-person sign-ins from admin team. Noted that the March PD has fewer attendees overall due to alternate plan option. This data can also be organized by division, breakout session attended, etc.
      ii. Food Sub-committee reflections: Ingrid. Food went well. Ingrid put individual names onto orders, which helped to speed distribution and decrease confusion.
      iii. Rooms Sub-committee reflections: Vince. Rooms worked well, although HVAC in Cedro rooms is quite loud.
      iv. Feedback form responses: JK Shared feedback from post-event feedback form. Majority of respondents were very or mostly satisfied with event communication, organization and breakout sessions. Food/lunch had slightly lower satisfaction ratings.
      v. Committee will establish/approve general schedule and theme for the Fall 2023 PDD at next meeting (May 4) to set the next chair up for success.
   b. Consent Items
      i. Kaufmann confirmed plans to include consistent PD Breakout sessions for SLO Assessment in August and January PDD's. Kaufmann shared information from Grace E. about the benefits of this designated time.
      ii. Before end of the semester, Kaufmann will send out a follow up survey for all folks who were funded by the PDC in the 22/23 Academic year.
10. Next Meeting:
    a. Thursday, May 4th, 3:00-4:30 PM in the Gullo 1 Conference Room

Evergreen Valley College
Professional Development Committee
Meeting Minutes for Thursday, May 4, 2023
2022-23 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting location: Gullo 1 Conference Room

In Attendance: John Kaufmann (chair), Abdie Tabriz, Ambica Gill, Andres Quintero, Grace Tong, Ingrid Rottman, Khanh-Hoa Nguyen-Wong**,** Margaret Faumui, Mark Gonzales, Saloshni Chand, Terry Cato, Tina Abraham, Vincent Cabada, William Nguyen

Absent Members: Shashi Naidu

Meeting Guests: Jennifer Kurushima

Agenda

1. Meeting called to order at 3:04PM.
2. Agenda adopted
3. Minutes from 4/20/23 Meeting Approved
4. Recognition and Announcements:
    a. Kaufmann introduced Jennifer Kurushima, PDC's incoming committee chair
    b. Kaufmann welcomed and introduced new member Grace Tong (Counseling)
5. Public Comments (limited to three minutes) No public comments at this meeting
6. Informational Updates
    a. [Website updates](): Kaufmann shared the latest website updates. The next round of updates gets our meeting agendas and approved minutes up-to-date.
    b. Meeting protocol: PDC will continue to meet in-person in Gullo 1 with option for members to join via Zoom link through the end of the spring semester. Meetings beginning in Fall of 2023 will need to follow updated Brown Act guidelines.
    c. Kaufmann updated committee that funding approval letters had been sent to all funding applicants that were approved at the April 20 meeting.
    d. Kaufmann and treasurer Tabriz are in communication with Kathy Tran and will update the committee on spent/remaining budget for 22/23 PD Funding at our May 18 meeting.
    a. Kaufmann reminded the committee that the deadline for funding applications for travel through September 15th: May 15th at 3PM. This information was sent out with last all-campus email, and will go out with upcoming emails as well.
    a. Staff Appreciation Sub-Committee (Mark, Terry, Margaret F., Ingrid) update: Committee weighed in on flyer designs and Ingrid helped coordinate centerpieces with Penny G. for the event
7. Items for Discussion
    a. Chair transition: Kaufmann will work with incoming chair Kurushima to hand over PDC documents and templates.

b. Kaufmann asked committee members to consider their interest in remaining on the committee for the 23/24 academic year. Folks will share their thoughts at the next meeting so we can let division deans know about vacancies in their divisions.

c. Committee reviewed current PD Funding applications. Confirmed eligibility requirements met, FT/PT status and max funding limits.

   i. Applicants seeking funding for clearly labeled conferences related to teaching or discipline clearly met the funding guideline criteria.

   ii. Several of the proposals fell into a gray area: not clearly a conference or workshop, but not clearly a certification or course for credit.

   iii. The committee discussed the difference between CEs and other (academic) credit, and the difference between a "Certificate Program" and "Certification." We discussed what funding is appropriate for the PDC and what would be more appropriate for employees or divisions to support.

   iv. The committee was in consistent and uniform agreement in support of clear conferences and workshops, but some members worried about the slippery slope of funding training, certificate programs and any programs were credits or units are earned.

   v. Kaufmann sought and shared context from applicants and Nursing Dean Crary.

   vi. One member was concerned that paying for specific faculty training would negatively impact the hiring of adjunct faculty who hold those specialized skills.

   vii. Kaufmann suggested that the committee consider funding the the current "gray area" applications for the 22/23 FY, since we would still be within our budget. Rather than set a precedent, Kaufmann encouraged the committee to make clarifying the guidelines a priority for the 2023/24 committee. Opening funding up too widely risks going over our annual budget and funding courses and training that would be more appropriately funded by EVC, Divisions or employees themselves. The clarification of guidelines should include conversations with the senate, deans, president, committee members, as well as business services/budget office. Written funding guidelines should be clarified and communicated clearly to the entire community. This should happen at the beginning of the academic year.

8. Action Items
   a. Committee reviewed and approved funding for the following applications:
      i. Kim Styles: Clinical Faculty/Educator Program: FUNDING APPROVED
      ii. Lisa Bell: Instructurecon: FUNDING APPROVED
      iii. Alessandro A. Bailetti Saez: Scientific Teaching Institute: FUNDING APPROVED
      iv. Garry Johnson: Simulation Instructor Training: FUNDING APPROVED
      v. John Carrion: Online Teaching Conference: FUNDING APPROVED
      vi. Ambica Gill: Online Teaching Conference: FUNDING APPROVED

        vii.   Michael Ghebreab: ACS 2023 Harnessing Power of Data: FUNDING APPROVED

       viii.   Preeti Srinivasan: ACS 2023 Harnessing Power of Data: FUNDING APPROVED

       ix.   JK will follow up with funding approval letters awarded travelers.

9. Further Items for Discussion
   a. Further Items for Discussion: Fall PDD Theme and Timing Template (Aug 24-25)
      i. Committee considered theme Ideas. Kaufmann shared ideas from communication with President Gilkerson. Key words shared included: Thrive, New Buildings, Building as a theme, flourish, service, inclusion, synergy, booming, flexibility. Kaufmann will play with suggested words and offer some theme ideas to the committee for preference/approval
      ii. Committee discussed and approved general PDD Schedule for fall '23 (below)
   b. Consent Items
      i. Kaufmann confirmed plans to include consistent PD Breakout sessions for SLO Assessment in August and January PDD's. Kaufmann shared information from Grace E. about the benefits of this designated time.
      ii. Before next meeting To Do's
         1. Kaufmann will send out a follow up survey for all folks who were funded by the PDC in the 22/23 Academic year.
         2. Kaufmann will confirm theme with president/senate/committee and send out a request for breakout session proposals for Fall 23 PD Days
         3. Kaufmann will remind all EVC of funding request deadlines of May 15 for funding through Sept. 15, 2023
10. Next Meeting:
    a. Thursday, May 18th, 3:00-4:30 PM in the Gullo 1 Conference Room

Committee Approved General Schedule for Fall 2023 PD Days (August 24-25)
Thursday General Schedule:

- 8:00-8:55: Coffee and Breakfast (outside/around theater)
- 9-10:30 Full group session part 1 (EVC Theater)
- 10:30-10:45: Break
- 10:45-12:15 Full group session Part 2 (EVC Theater)
- 12:15-1:30 PM Lunch (Provided by EVC) Gullo 2/Central Green
- 1:30-3:00 Breakout Session #1

Friday General Schedule:

- 8:00-8:55: Coffee and Breakfast (outside/around theater)

- 9-10:20 Breakout #2
- 10:30-11:50 Breakout #3
- 12-1PM Lunch (Provided by EVC)
- 1:00-3:00 Division Meetings

Evergreen Valley College
Professional Development Committee
Meeting Minutes for Thursday, May 18, 2023
2022-23 Meeting Times: 1st and 3rd Thursdays from 3:00-4:30
Meeting location: Gullo 1 Conference Room

In Attendance: John Kaufmann (chair), Abdie Tabriz, Ambica Gill, Andres Quintero, Ingrid Rottman, Khanh-Hoa Nguyen-Wong**,** Saloshni Chand, Tina Abraham, Vincent Cabada,

Absent Members: Grace Tong, Margaret Faumui, Mark Gonzales, Shashi Naidu, Terry Cato, William Nguyen

Meeting Guests: Jennifer Kurushima, Grace Estrada

Agenda

1. Meeting called to order at 3:12 PM. (as soon as quorum reached)
2. Agenda adopted
3. Minutes from 5/4/23 Meeting Approved
4. Recognition and Announcements: Kaufmann introducedKaufmann welcomed visitor Grace Estrada (meeting visitor) and Jennifer Kurushima (PDC's incoming committee chair)
5. Public Comments (limited to three minutes) No public comments at this meeting
6. Informational Updates
   a. [Website updates](): Kaufmann shared the latest website updates. Meeting agendas and approved minutes are up-to-date.
   b. Meeting protocol: Meetings beginning in Fall of 2023 will need to follow updated Brown Act guidelines.
   c. Kaufmann updated the committee that funding approval letters had been sent to all funding applicants that were approved at the May 4 meeting.
   d. Kaufmann and treasurer Tabriz updated the committee on communication with Kathy Tran on spent/remaining budget for 22/23 PD Funding.
      i. After the approvals from the May 4th meeting, our budget has $5,998.45 remaining.
      ii. If all funding applications from the 5/18/23 meeting are approved, we would allocate $5,100, putting us under budget, but close to spending our annual allotment.
      iii. Kaufmann noted that much of the awarded funding has yet to be reimbursed, and some applicants may not use any or all of their awarded funding. So while in theory we are just under budget, when the sheets are balanced for the FY, we will likely have more budget left. The main takeaway is that we used much of our budget but did not go over budget.

      iv.   The deadline for funding applications for travel through September 15th was May 15th at 3PM. This information was sent out with the last several all-campus emails. Due to the closeness of the budget limit with current applications, Kaufmann chose not to send out an extra reminder to faculty before the deadline.

      v.   No more funding requests will be accepted until the committee reconvenes in September of 2023.

      vi.   By creating a path for applicants to seek funding during the summer "Donut Hole," some of the PD funded will come from the 23/24 FY budget. This funding is contingent on funding being allocated in the budget and passage of the budget at the district level. Summer "Donut Hole" travelers (July 1-Sept 15), will also wait for reimbursement until budget is approved in mid-September.

      vii.   Tabriz noted that the budget amount and allocation used to be a state allotment, but is now at the annual discretion of the EVC president.

   e.   Kaufmann updated that he will follow up on required district paperwork, like the Committee Self-Eval Report and the ***Flexible Calendar Certification Form (FC-001)***

   f.   Kaufmann will meet with incoming chair Jennifer Kurushima to pass the chair torch with documents and templates.

7. Items for Discussion
    a. Kaufmann asked committee members to consider their interest in remaining on the committee for the 23/24 academic year. Kaufmann will follow up with an email to committee members so we can get a sense of Fall '23 membership and let division deans know about vacancies in their divisions.
    b. Committee reviewed current PD Funding applications. Confirmed eligibility requirements met, FT/PT status and max funding limits.
    c. Kaufmann asked if committee members had experience for funding of travel to the Virgin Islands (US terr.). Committee members felt that since it was US territory, and not on the CA "do not travel" list, we could approve funding.
    d. Due to coming close to full budget allotment for FY 22/23 and funds allotted for an assumed 23/24 budget (donut hole approvals), Kaufmann encouraged the committee to make clarifying the guidelines a priority for the 2023/24 committee. Opening funding up too widely risks going over our annual budget and funding courses and training that would be more appropriately funded by EVC, Divisions or employees themselves. The clarification of guidelines should include conversations with the senate, deans, president, committee members, as well as business services/budget office. Written funding guidelines should be clarified and communicated clearly to the entire community. This should happen at the beginning of the academic year.

8. Action Items
    a. Committee reviewed and approved funding for the following applications:

  i. Tina Abraham: Benner "Clinical Faculty and Educator" training: FUNDING APPROVED

  ii. Helen Han: Online Teaching Conference: FUNDING APPROVED

  iii. Bobby Seals: Transforming Our Caribbean: FUNDING APPROVED

  iv. Karen Rowe: Online Teaching Conference: FUNDING APPROVED

  v. Pat James: Online Teaching Conference: FUNDING APPROVED

  vi. Charles Chau: American Chemical Society (Summer travel): FUNDING APPROVED

  vii. Susana N. Ramírez: Mujeres Activas en Letras y Cambio Social (MALCS) (Summer Travel) FUNDING APPROVED

  viii. JK will follow up with funding approval letters to funded applicants.

9. Further Items for Discussion
   a. Further Items for Discussion: Fall PDD Theme and Timing Template (PDD Days: Aug 24-25)
      i. Kaufmann shared theme ideas he'd created based on priorities/key words from the last meeting along with suggestions from the EVC president. The committee considered and revised themes and approved the theme: **Growth that Matters: As buildings rise and times change, how do we keep our campus thriving?**
      ii. Kaufmann shared an idea to have "Graduate Field Reporters" (committee members) interview graduates during the commencement ceremony and use the footage to compile a video for the Fall PD days. It's great to have students represented, but can be hard to get students to come to campus before classes begin. The committee was receptive to this idea and we will plan to use this special occasion to get wisdom from graduates to share with the EVC community at PD Day.
      iii. Grace Estrada requested an "All Campus" Session to focus on SLOs, PLOs, ILOs and SAOs, all of which relate to accreditation. If we were to sacrifice a breakout session slot, we wanted to make sure that there was valuable content/opportunities for all attendees (not just faculty, etc.). Estrada assured us that this work involved everybody in different ways. The committee agreed to use the Thursday afternoon breakout slot from 1:30-3:00 PM for this purpose. Kaufmann/Kurushima will follow up with Grace and SLOAC to work on details of this session.
      iv. Kaufmann shared that the request for Breakout session proposals had gone out, and 3 submissions had been returned. He will send out a follow up request in the coming days.
   b. Consent Items
      i. Kaufmann will follow up with:
         1. Funding letters to applicants approved during this meeting.
         2. President/Senate on Fall 23 PDD Theme

3. President and Business services on budget issues for FY 22/23 and 23/24
4. Chair transition with Kurushima
5. Required year-end forms
6. All campus send-out with PDD reminders: Dates and breakout session proposals.

10. Next Meeting:
    a. Thursday, Sept. 7th, 2023, 3:00-4:30 PM. Location TBD

Committee Approved General Schedule for Fall 2023 PD Days (August 24-25)
Thursday General Schedule:

- 8:00-8:55: Coffee and Breakfast (outside/around theater)
- 9-10:30 Full group session part 1 (EVC Theater)
- 10:30-10:45: Break
- 10:45-12:15 Full group session Part 2 (EVC Theater)
- 12:15-1:30 PM Lunch (Provided by EVC) Gullo 2/Central Green
- 1:30-3:00 Full Campus Session: SLOAC (SLO's, PLO's, ILO's and Accreditation)

Friday General Schedule:

- 8:00-8:55: Coffee and Breakfast (outside/around theater)
- 9-10:20 Breakout #1
- 10:30-11:50 Breakout #2
- 12-1PM Lunch (Provided by EVC)
- 1:00-3:00 Division Meetings