



APPROVED 10/26/2022

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## Employee Professional Development Committee Meeting

February 23, 2022 / 1:30 p.m. – 2:30 p.m.

<https://vvc-edu.zoom.us/j/95312578822>

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### MINUTES

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Committee	Attendance	
Monica Martinez, Vice President of HR ( <b>Advocate</b> )	Non-Voting	Present
Dr. Lorena Newson, Dean of Pathways & Professional Development ( <b>Co-Chair</b> )	Voting	Present
Regina Pierce-Brown, PD Faculty Coordinator ( <b>Co-Chair</b> )	Voting	Present
Justin Mott, Academic Senate Representative (Faculty)	Voting	Present
April Allen, AFT Part-Time Faculty Representative	Voting	Absent
Lisa Kennedy, Distance Education Coordinator	Voting	Present
Amy Norris, Management Representative	Voting	Present
Loretta Amaro, Classified Representative	Voting	Absent
Debbie Peterson, Classified Representative	Voting	Present
Pamela Glendinning, ASB Student Representative	Voting	Absent
Jan Espinoza, Assessment & Accreditation Coordinator	Guest	Present
Kelly Murphy- IT Representative	Non-Voting	Absent
Violeta Topete, Recorder/HR Liaison	Non-Voting	Present

#### Call to Order 1:36p.m.

#### Action Items

- I. Approval of Minutes: October 27, 2021  
*Tabled for lack of quorum*

#### Discussion Items

- II. All College Day  
Dr. Newson reports the day is February 25, 2022. The theme is *Reigniting College Campus*. 9am-10am will be a welcome from Dr. Walden and there will be a fun activity. Break-out sessions will be open for Faculty, Management and Classified. For Fall, the hopes are to plan All College Day in person. Lunch will be catered by Restaurant Management. Dr. Newson would like this committee to provide input and feedback for the future.

Ms. Pierce-Brown shares there will be a fun activity that will highlight positive things at VVC.

- III. New Faculty Academy  
Ms. Pierce-Brown asked the Committee for consensus for a recommendation. This academy would be outsourced to O'Donnell Learn and would be something

for faculty to sharpen their skills and be ready to teach their classes. There has been a lot of input and feedback. It would be an online course for Faculty- which would be optional. The goal for Faculty after the completion of the course is that they will be able to redesign one of their courses, whether it's on online course or face to face course. There was a budget allocated per the IPEI and they did come in under that budget. Ms. Pierce-Brown shared the program structure with the Committee. For Faculty, this would align with Flex hours in the future (subject to negotiations).

Dr. Newson inquired if the Academy would be ready for the Fall or if it needs to be negotiated. Ms. Pierce-Brown shared that at this time, this is not mandatory, it is optional, so it would probably not need to be negotiated.

Justin Mott inquired why this would be optional rather than mandatory. Ms. Pierce-Brown believes that if it mandatory, Faculty may not have a positive mindset about it and if optional, the Faculty who see the value will want to benefit from it if they're not forced to participate.

Lisa Kennedy's concern from DE perspective, is that the Academy be in alignment with the OEI rubric. Whatever happens in this Academy should come into alignment with DE to avoid confusion with Faculty. Regina Pierce-Brown agrees and would like Ms. Kennedy's guidance if this Academy is approved.

Dr. Newson inquired if Dr. Henry Young is working on the same Academy. Ms. Pierce-Brown did get feedback on the message that was sent by Dr. Young. There were some inquiries if some of our own staff could teach the course. Something like this would be beneficial to have someone from the outside to have a fresh perspective.

Dr. Newson reminds that this committee can give feedback, but ultimately would need to be approved by Academic Senate and College Council. For next steps, a timeline for implementation would be good.

#### IV. Classified Celebration & Appreciation Event

*Tabled*

#### V. Professional Development Events

Ms. Pierce-Brown reports there are two events scheduled in March.

3/11: Zoom Event- Basic Video Editing and Online and on campus classroom management.

3/12: Live events- VVC Writing Center, VVC Communication Center, Curbing Classroom Cheating

4/29: Live event- Embedding DEI in the Budget Augmentation process

5/13: Zoom event- How to convert classic canvas quiz "test banks" into "item banks" used by canvas's "new quizzes"; and SLO /PLO Assessment.

5/20: Live event: Diversity and Inclusion

Dr. Newson restates Accreditation Standard 3814 to make sure everyone is on the same page as to what the professional development is intended to do here at the college: The Institution plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on evolving pedagogy technology and learning needs the institution systemically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.

Dr. Newson inquires how are we currently evaluating the events being put on and whether there is an evaluation component, such as when DE workshops are being held.

Lisa Kennedy states that should be the goal after any training that is done here on campus and idea and the goal going forward is to have trainings recorded but also creating a survey so that all of the data can be held by the campus to use it in the future.

Dr. Newson believes we're all on the same page in terms of evaluations and recognize that they take time and that is party of the initial needs assessment. Dr. Newson suggests standardizing a template for evaluations that can be tailored for the specific events and that everyone has access to them.

Jan Espinoza reminds the committee that everything that is done becomes evidence toward that standard. These are the things that we want to be able to showcase within the comprehensive self-study that we're coming up to.

Lisa Kennedy shares that she wrote that up into the program review that was completed for DE and has also created a goal sheet so that all the data can be recorded here.

Ms. Pierce-Brown believes it would be a good idea to send a survey for each event that is offered.

## **Updates**

### VI. HR

Amy Norris reports there was training sent out for part-time faculty in the Fall and would be good to track the stats for that and helpful for program review.

### VII. IT

### VIII. Other

#### i. Online Professional Development Application

The process for part-time faculty has been automated. Dr. Newson shares the online application form with the Committee. In addition, Guided Pathways funding for this sunsets June 30, 2022 and is not certain if there will be additional funding.

Lisa Kennedy asks if there are instructions to part-time faculty on whether certain conferences they attend may potentially be compensated for. Dr. Newson shares that for Guided Pathways there is criteria, but if there is additional funding coming through, there could be some language drafted to give direction.

Amy Norris shares that for HR it would be helpful to incorporate some of the training information into the onboarding process.

Ms. Pierce-Brown inquires if there is still verification being required for those attending events such as sign in sheets when in person.

Dr. Newson suggests emailing the sign in sheets to the professional development email address.

**Adjournment: 2:30 p.m.**

*Next regular meeting March 23, 2022 at 1:30 p.m.*