



Employee Professional Development Committee Meeting

Meeting Date: April 28, 2021 – 1:30p.m.
<https://cccconfer.zoom.us/j/95312578822>

MINUTES

Present: Monica Martinez, Lorena Newson, Stephen Toner, Lisa Kennedy, Justin Mott, April Allen, Loretta Amaro, Kelly Murphy

Absent: Amy Norris, Rosa Alvarado

Recorder: Violet Topete

Call to Order 1:32 p.m.

Action Items

- I. Approval of Minutes: March 24, 2021. Corrected Link to Coastline College PD Plan: https://documents.coastline.edu/Faculty-Staff/College%20Professional%20Development/Professional%20Development%20Program%20Plan_Sep09_accessible.pdf
MSC: Justin Mott / April Allen. Approved.

Discussion Items

- I. EPDC Survey Review
EPDC reviewed Coastline College's Professional Development Program Plan and EPDC agreed to adopt this template for VVC Plan. Discussed formulating a mission statement and goals as well as needs assessment survey. At the last meeting, EDPC was asked to review the categories for the survey to determine the topics to keep.

Review results of review of Needs Assessment.

Keep:

Campus Processes: Accreditation; Regular & Substantive Interaction; Web Accessibility; VVC Departments; Planning; Program & Department Review; Curriculum; Student Learning Outcomes (*Dr. Newson to follow up with designees of committees*)

Leadership Skills: Career Development (*follow up on prior trainings and Classified Staff interest*); Conflict Resolution; Delegation Skills (*depending on the topic*); Group Meeting Facilitation; Leadership Development; Coaching Others (*mentoring*); Team Building; Growth Mindset.

Inter and Intra Personal Skills

Equity & Inclusion; Customer Service Skills; Effective Communication; Goal Setting; Managing Change; Organizational Skills; Public Speaking/Presentation Skills; Time Management; Writing Skills.

Technology

Adobe Creative Suite; Colleague; Next Gen; NeoGov; Microsoft Office Suite; Microsoft Teams; Canvas; Meta; Google Suite; Canvas LTI's; Class Link (My VVC); Schedule 25(?); Project Management Software; Publicity & Marketing; Zoom;

Student Success

Ally Training; Student Retention Strategies; Specific Student Support Services; Supporting Diverse Student Groups; Strategies to Increase Instructor Presence in Online Classes; Teaching 101

Major Campus Initiatives

College Vision and Education Master Plan; Guided Pathways; Student Equity and Achievement; Visions for Success; Technology Master Plan; Caring Campus; Strategic Enrollment Management.

Other Topics

First Aid; Emergency Management; Financial planning; Health & Wellness; Retirement Planning; Program Review Process.

II. Timeline for Spring Distribution

Steve Toner suggest to send the survey out in April so there is time to plan for following Fall. Dr. Newson agrees mid spring. For this year, it can be sent in May. April Allen also agrees. Part-Time faculty receive their assignments for the Fall in April. Justin reminds committee that there are usually issues getting all employees to complete survey so All College Day was initially suggested. Justin suggests issuing the survey during the Spring College Day and also send it out after.

- Next step is to send survey to Institutional Research to send out in May. Next year will be sent in April and spring College Day.

III. New Faculty Academy

Dr. Newson states there is value to new employee orientation and shares there is an orientation for part-time employees, but inquires if there is an orientation for full-time faculty. Steve Toner shares there is an orientation when there are many new hires.

Part-Time Faculty:

April Allen shares that the orientation is very detailed and new hires receive the information they need to know.

- A handbook is prepared and provided at orientation and faculty are provided with the contacts they will need.

Full-Time Faculty:

Justin Mott believes trainings for things specific to new faculty is beneficial.

- Caring Campus and Growth Mindset
- Volunteers to serve as mentors.
- Mentorship Programs (Follow up with Lisa Kennedy for video programs)

Report Outs

- I. IT Report- Tabled to May meeting.

- II. Faculty Professional Development
Two events in May. One with Maria Anderson on May 21 and
May 7 Panel with IPRC on overview Intro for all Faculty.

- III. SEA
CCC Racial Equity Leadership Alliance
Information attached on ecoverings attended by Dr. Newson.

Unfinished Business

- Canvas Shell
- Website: All information will be rolled over from existing website. Discuss at next meeting.

Adjournment: 2:28p.m.

Next regular meeting May 26, 2021 at 1:30 p.m.