



# Employee Professional Development Committee Meeting

Meeting Date: March 24, 2021 – 1:30p.m.  
<https://cccconfer.zoom.us/j/95312578822>

## AGENDA

### Committee

Monica Martinez- Advocate	
Lorena Newson- Dean of Pathways and Professional Learning	
Stephen Toner- Professional Development Faculty Coordinator	
Lisa Kennedy- Distance Education Coordinator	
Justin Mott- Academic Senate	
April Allen- AFT	
Amy Norris- Management	
Loretta Amaro- Classified	
Rosa Alvarado-Student	
Violeta Topete- HR Liaison/Recorder	
Kelly Murphy- IT Representative	

- I. **Approval of Minutes:** February 24, 2021
  
- II. **EPDC Survey Review**
  
- III. **Review Coastline College's Professional Development Plan**
  - a. Break Out Session
  
- IV. **Report Outs**
  - a. PRT Visit
  - b. IT Report (Kelly Murphy)
  - c. Faculty Professional Development (Steve Toner)
  - d. USC E-Convenings (Lorena Newson)
  
- V. **Unfinished Business**
  - a. EPDC Canvas Shell
  - b. EPDC Website Portal
  - c. Update to Professional Development Website Content
  - d. Calendar Development
  - e. Revise Professional Development Application for Part-Time Faculty
  - f. Tracking System for Professional Development

**VI. Action Items**

**VII. Discussion Items**

**VIII. Adjournment**

*Next regular meeting April 28, 2021 at 1:30 p.m.*

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## MINUTES

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**Present:** Monica Martinez, Lorena Newson, Stephen Toner, Lisa Kennedy, Justin Mott, April Allen, Amy Norris, Loretta Amaro, Rosa Alvarado  
Guests: Todd Scott, Kelly Murphy

**Absent:** None

**Recorder:** Violet Topete

**Call to Order 1:30 p.m.**

### I. Introductions/Guests

Dean Lorena Newson leads and opens the Employee Professional Development Committee (EPDC) meeting informing the committee that Dr. Walden has approved one Chair for Spring semester (only) which will be Dr. Newson. Going forward for the Fall, may explore having a coach or a model for a faculty and administrative representative as chairs. Constituent groups will remain on the agenda for information. For next meeting, will put an all call for agenda items. *Introductions of committee members and guests.*

### II. AP 1201 Participatory Governance Structure & Responsibilities and Operating Agreement

Dr. Newson shares AP1201 with committee and reports that this AP will be the committee's guideline which outlines the structure and responsibilities for the committee and draws attention to how Committee is established. *AP is reviewed and the Charge of the committee is discussed.*

Operating Agreements are a new process with AP 1201 and will have a more comprehensive picture of the committee composition. The voting members of the EPD committee are:

Lorena Newson, Dean of Pathways and Professional Learning;  
Justin Mott, Academic Senate Representative;  
Loretta Amaro, CSEA Representative;  
Rosa Alvarado, ASB Student Representative;  
Amy Norris, Management Representative;  
April Allen, AFT Representative;  
Stephen Toner, Professional Development Faculty Coordinator;  
Lisa Kennedy, Distance Education Coordinator;

Violet Topete, HR Liaison; and  
Kelly Murphy, IT Representative (non-voting)

Dr. Newson asks the committee to review the Operating Agreement and the processes as well as dates and times of EPDC meetings.

### **III. Professional Development Opportunities**

#### **a) No calendar for Guided Pathways this spring term**

Dr. Newson would like the EPDC to put together a calendar for the Fall and what it would look like and who will be responsible for the upkeep as well as who will be in charge of the EPDC website. This will continue to be a standing item for future meetings.

### **IV. Discussion Items**

#### **a) Travel Funds within departments**

Monica Martinez, Vice President of Human Resources (EPDC Advocate) reports that currently each department receives a travel fund for conferences. Currently there is a hold on travel, but funds are active throughout the departments. VP Martinez asks EPDC if there is value in thinking about bringing more of the funds to the EPDC? Or develop criteria on how travel funds are utilized in individual departments. Discussion amongst committee on clarification of availability of funding for travel in various department. Committee likes the idea of centralizing travel funds and having professional development come through the EPDC as well as a centralized hub for reporting back on professional development activities.

Further discussion on what criteria needs to be for reporting back when attending professional development activities and the need to be aware of copyright information when sharing/posting professional development materials.

#### **b) Survey for spring**

Dr. Newson reported that last spring a survey was sent out to gauge what type of professional development opportunities staff wanted to see, but with the current pandemic we were not able to move forward and asks EPDC if it would be beneficial to issue another survey or wait until the return to campus.

Discussions amongst committee that a survey would be good as the training needs have shifted due to current circumstances and it could be broken down from the current training needs and to the training needs for staff return to campus.

Further discussion about what the EPDC would like to see for professional development in general. Committee shares that professional development should be more organized, a calendar should be developed to institutionalize more and the need for a centralized hub or portal to share and store trainings/webinars and materials. Kelly Murphy suggests that Canvas might work for the purpose of storing trainings/webinars.

## **V. Budget Reports**

### **a) Employee Professional Development Funds**

Violet Topete reports the annual budget amount of the EPDC is \$7,000. No applications for request for funds have been received for the 2020-2021 fiscal year. The Application and Guidelines for requesting EPD funds are located on the EPDC website. Applications are submitted to Violet Topete for processing with the EPDC.

### **b) AFT Professional Development Funds**

Dr. Newson reports on Part-Time Faculty requests for funds and what has been funded to date. Currently Part-Time Faculty are allocated \$25,000 for fall and spring terms.

## **VI. Constituent Reports**

### **a) Instruction, re: Visiting Team on FLEX calendar**

VP Martinez reports that there is a team visiting VVC in March to offer us ways to establish a flex calendar with the Faculty, which will allow us to designate certain number of professional development days and learn about what other colleges are doing. Once a Flex calendar is established, the EPDC will have a role in terms of how the activities will be developed. The composition of the visiting team are members from other community colleges. Todd Scott, Vice President of Instruction is the point person from VVC.

### **b) HR**

VP Martinez shares that HR will focus on compliance related training. As VVC gets closer to returning to campus, a series of trainings from HR on the Reopening Plan, safety protocols and training on the benefits of the vaccine are some of the trainings that will come out from HR.

### **c) IT**

Kelly Murphy asks the EPDC what will be helpful from IT for this committee for future meetings. VP Martinez shares some of the needs: Does IT need the EPDC's partnership for any trainings; a need for a platform or application for professional development as the college needs a repository for professional development materials and an application for staff to apply as well as a tracking for professional development. Kelly Murphy reports that IT will be enabling the duo security for VPN users. Dr. Newson adds that the EPDC would like IT to share about changes with technology that the EPDC can help distribute.

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

*Next regular meeting March 24, 2021 at 1:30 p.m.*