

Classified Professional Development Committee

Tuesday, September 13, 2022

Agenda & Minutes

Attendance:

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input type="checkbox"/> Vacant (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lizette Henderson (Special Project Manager) / Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential Representative)
<input checked="" type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President/Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Nancy Campos (CSEA 262 PT Rep)	<input type="checkbox"/> Vacant (CSEA 651 Rep)	<input checked="" type="checkbox"/> Marlene Espina (Coordinator, POD)

Guest:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> • Review Agenda (RA, JL) • Review and approve minutes (RA, JL) <ul style="list-style-type: none"> ○ 06.14.22 	<ul style="list-style-type: none"> • Agenda Review: motion to approve by DD; 2nd by JL; approved by acclamation without changes • Minutes: motion to approve by RA; 2nd by JL; approved by acclamation, 1-abstentia
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • Action item updates - (05.24.22) (All) • POD Update(s) (LH/LR) • PDC Update(s) (RA/JL) • Meeting quorum alternatives (All) 	<p>Action item updates</p> <ul style="list-style-type: none"> • Committee vacancies – RA/JL – No update – no response from CSEA 262 nor CSEA 651. Recommendation is to follow up every 6 weeks with CSEA 651 and do the same for CSEA 262 PT rep. It was suggested that the PT rep be replaced by a FT rep (if possible). The issue with this option is equity related, insufficient pool to draw from and scheduling conflicts impact both the CSEA 651 vacancies and the CSEA 262 PT vacancy. Need to determine if release time for participation is viable and find person who is willing to flex schedule to participate in committee meetings. JL will approach 651 leadership at next BOT meeting. • POD Update – Office space remodel, packing beginning in mid-October (tentative dates), space available in POD until end of September. Impacted dates for in-person training at the loft will have to be determined for new meeting locations, if possible. Capacity, technology, and space access will determine meeting space availability and usage on campus. POD Staff

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		<p>access is in discussion and will be determined before construction begins. Staff will be available to support events when held on campus or online.</p> <ul style="list-style-type: none">• PDC Update – No action taken, reviewed C&T requests, reviewed budget—there is still money available for C&T.• Quorum alternatives – [from previous meeting notes] Need solution for meeting participation and quorum, select and vote on process; have stop gap. Options include voting via email, may work for some items; voting through Smartsheet, online voting/polling. Will there be a return to in-person meetings, hybrid or stay on-line? Need to explore the options available for technology to be able to have a hybrid format for committee meetings. May be able to use the conference room in marketing (CO). A possible workaround for vacancies, vacancies are not counted towards quorum. RA to bring back to PDC for confirmation on vacancies and quorum.
New Business	<ul style="list-style-type: none">• CPD Day 2022 Executive Summary Overview (ME)• PD Year in Review – 2021-22 (ME)• Professional Development Planning-2022-23 (ME) (Training/Workshops (identify topics, potential internal & external presenters, identify timeline)• Review PGB voting (Smartsheet) (ME)• Title V (ACUE ITel) & One Book, One Campus (invite LR for update) (ME)• PD Needs/Interests Survey - CSEA 262, 651 & Confidential Groups (All)• Meeting dates and time review for the new year 22-23	<ul style="list-style-type: none">• CPD Day Executive Report – Reviewed report info and data, and suggestions for improvements and topics for next year’s event. ME will send the report with the committee members via email.• PD Year in Review – Completed. ME will send out the info files to the committee members.• Professional Development Planning (22-23) – continue discussion on identifying topics and presenters along with funding sources.• PD Needs/Interests Survey – RA to provide information from 2019, will send out copy of the final survey and data results. This survey will be housed in POD on behalf of CSEA 62 for access to data and PD planning purposes. Will need to explore delivery options/modalities for non-tech users.• Review PGB voting – reminder to please vote and respond to the requests coming from POD.• Title V – invite to present at the next meeting if they are available (and invite GSR to present at the next meeting). ME to send LR invitation to attend, and to GSR to provide update on retreat.

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		<ul style="list-style-type: none"> Meeting date/time tabled.
<p>Future item(s) *Agenda items not completed may be carried over to the next meeting's agenda.</p>		
PARKING LOT:	<p>Determine Format for doing this work</p> <ul style="list-style-type: none"> Accreditation Alignment Assignments - Provide Accreditation Alignment for December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes to Brenda (All). Update Accreditation Alignment in December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All) 	
Meeting Adjournment	3:10 p.m.	

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2022-23 academic year. Agenda items tabled will be added to the agenda items of the next regularly scheduled bi-monthly committee meeting.

Action Items: Items needing additional follow-up and person designated as the lead for presenting an update at the next scheduled meeting.

1. PDC - Remind RA to bring quorum alternatives to PDC for confirmation or suggestions on removing vacancies from quorum rules (October PDC meeting)
2. Vacancies – JL to approach CSEA 651 leadership at the next BOT to talk with them about filling their 2 vacancies on this committee.
3. Documents – ME will send out, CPD Day 2022 Executive Summary, PD Planning document for 22-23 (for members to add or suggest topics or speakers),
4. 2019 Survey Info – RA will send an email with a copy of the information related to this survey (questionnaire and data).
5. Title V – ME to invite LR to present at the next meeting
6. GSR – ME to invite lead facilitator update at the next meeting.

Agenda Additions for 09/27/22

1. Meeting date/time options

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2. PD Planning 22-23 (including topics and vendor identification & prioritization, and budget options)