

Minutes/Notes for Faculty Professional Development Work Group

Wednesday, November 1

Mission: Foster a community of inquiry and collegiality that values and strives to understand how to improve learning and equity. **Revised:** We foster a community of innovation, inquiry and collegiality through professional development to improve student success and equity and faculty growth.

Attendees: Maria Aguilar Beltran, Glenn Doolittle, Mary Huebsch, Cherylee Kushida, Stacy Littlejohn, Susana Salgado, George Sweeney, Kathy Walczak, Merari Weber

Agenda Items:

1. Meeting Schedule: Wednesdays 11:30AM-12:30PM on 11/15, 11/29, 12/6 or 12/13 in A-112.
2. Conference Process
 - a. Mary will send out the OpenEd Conference team report from PD.
 - b. Brand and send out conference highlights monthly starting with OpenEd conference. Post conference highlights/takeaways on PD website.
 - c. General discussion: How do we communicate effectively with email? What are email best practices? Recommendation: Communicate once a week from PD. Create affinity emails (?) Include all PD events. Provide links with resources. Include a hook in emails, e.g. "Are your students tired of Paying high \$ for textbooks?" Need to communicate (in subject line?) what the email is about and why someone should read it. (Content & Call to Action) Recommendation: We should have a district-wide review of best email practices.
 - d. Post all conference reports?
 - e. Advocate for e-form for conference requests. (RSCCD wants wet signatures.)
3. SAC Faculty Development Tracking System and Flex Policies: Review policy sheet. (not discussed)
4. Teaching with Technology Center & Studio. Update. (not discussed)
5. SAC PD Advisory Committee Action Requests (next meeting 11/29): Proposed PD Mission Statement: SAC fosters student success and equity through professional development.
 - a. Discuss Proposed Goals:
 - i. Identify SAC PD needs
 - ii. Recommend/offer professional development activity (increases by __%)
 1. Do workshops support the mission?

2. How does this workshop impact how you manifest equity?
 - iii. Assess PD activities
 - iv. Increase SAC PD participation by ____% (annually). Baseline needed.
- b. Discuss possible content for a Leadership Institute: (to be discussed)
Discuss possible content for a Leadership Institute.