

Professional Development Committee Minutes

October 10th, 2017 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachele; Syria Purdom; Wimberly, Wendy; Crozier, Judy; Lisa Mednick; Elana Azose

1. September 26th, 2017 meeting minutes was approved (with fixing Shirley Edwards name).
2. Welcome:
  - Ms. Sasser welcomed Lisa Mednick and Elana Azose.
  - Everyone thanked Ms. Sasser for providing the lunch.
3. Conference Request:
  - Dalia R. Juarez's request to attend Pacific Ancient and Modern Language Association at Honolulu, Hawaii from Nov 9<sup>th</sup> to 12<sup>th</sup>, 2017 was approved for \$560
4. Working Lunch with Lisa and Elana:
  - Lisa and Elana are willing to share any PD resources that they have with Compton until separation.
  - Lisa mentioned that they could offer trainings CCC-confer so that Compton employees don't require to travel. We can reserve a room here with computers and with one tech person assisting the attendees, it will be doable.
  - Elana can come to Compton to offer 2 trainings per semester or per year depending on her availability.
  - Among the two trainings, one will be for faculty and the other will be for staff.
  - The following trainings were discussed for faculties and staff.

| <b>Training For Faculties</b>            | <b>Duration</b> | <b>Training For staff</b> | <b>Duration</b> |
|--|-----------------|---------------------------|-----------------|
| Canvas Slow and Leisurely (2hrs x 2days) | 4hrs            | Adobe Fillable forms      | 1.5 to 2 hrs    |
| Canvas Quick and Dirty                   | 2hrs            | Mail-merge                | 1.5 to 2 hrs    |
| OU campus for faculties                  | 3hrs            | MSWord/MS Excel           | 1.5 to 2 hrs    |
| Canvas Modules                           | 2hrs            | OU campus for faculties   | 3hrs            |
| Canvas Quizzes                           | 2hrs            |                           |                 |

- For the faculties, Judy requested Lisa provide the list of faculties from Compton who attended the Canvas training. Also Judy, Dr. Aasi and Gayathri will survey faculties on which one of the following three trainings they prefer. Canvas Quick and Dirty, Canvas Modules, Canvas Quizzes.
- For the staff, Syria, Wendy and Victor will survey staff members on which one of the following three trainings they prefer. Adobe Fillable forms, Mail-merge, MSWord/MS Excel.
- Canvas Training: For instructors teaching online or hybrid courses have different ways to get certification. By summer 2018, we should completely transfer from ETUDES to Canvas.
  1. Introduction to Canvas from @one. The participants get voucher code from OEI so that they don't need to pay \$65.
  2. Either taking one of the online classes, Introduction to Canvas or Etudes to Canvas with Jim. The license for these courses are bought so that Elana will be teaching these courses going forward.'

3. Right now Canvas shells are created manually and Gema uploads the rosters manually for each class. But they are working on the integration tool that create a shell and upload the roster for each class section we offer from spring 2018.
  - Starfish-Early Alert: Training sessions are not ready yet. May be in spring 2018.
  - Criteria for Flex Credit: Each college can come up with their own criteria. We need to review the Flex credit matrix for this. Academic senate and PD came up with the idea of giving a maximum of 6 hours per day for any PD activity.
  - MS Word and MS Excel: Currently, ECC offer training in MS2010 but we have MS2016. So once ECC updates the training material to 2016, they will be able to offer it for Compton employees.
  - PD reporter: We are currently using flex reporter for tracking the flex activities. But, ECC is looking for a new one due to limitations of the current reporter. Anyone interested can attend these meetings.
  - There are many conferences for Professional Development committee members to attend. One of them is 4CSD conference which will be usually in spring.
5. After Compton ECC separation:
  - We need to work with Dr. Curry and Barbara regarding this.
  - Ms. Sasser mentioned that Dr. Curry had planned to have 2 positions for PD. In the beginning it will be based on release time.
6. Suggestion cards: Syria provided the PD survey which we will be using on flex days to poll faculty and staff
7. Guided Pathways:
  - We need to offer professional development activities on Guided pathways in order to get the grant money.
  - Ms. Sasser will talk to the Manager of the Guide pathway committee.
8. Next Flex Tuesday Activity: Get Flipped!
  - Will be presented by Nikki Williams is scheduled on 10/31/17 from 1pm to 2pm at staff lounge.
  - Gayathri Manikandan will email the flyer to Ms. Sasser.
  - Ms. Sasser will email the flyer to all the three divisions.

Next meeting → Tuesday November 14<sup>th</sup>, from 1:00pm to 2:00pm at Human Resources office.