

Meeting Minutes
December 17, 2020
9:00 am – 10:30 am
ZOOM ID: 91443026624

MEMBERS:

| VOTING – List full name below | | | |
|--|---------------------|---|-----------------|
| x | Maria Suarez | x | Doris Hankins |
| x | Frances Moy | x | Maria Spencer |
| x | Jose A. Salceda | x | Denise Woodward |
| x | Lilia Chavez | x | Soledad Leung |
| x | Jason Holloway | | |
| NON-VOTING – List full name below | | | |
| x | Stefanie Harding | | |
| x | Taquelia Washington | | |
| | | | |

| AGENDA ITEM | DISCUSSION | FOLLOW-UP ACTION |
|---|---|---|
| I. Call to Order | Meeting called to order at 9:03 am | |
| II. Adoption of Agenda | Agenda was adopted with no corrections. | M/S/P – Frances Moy / Lilia Chavez |
| III. Approval of Minutes | Meeting minutes were approved with no corrections. | M/S/P – Frances Moy / Doris Hankins |
| IV. Action Items / Presentations / Standing Items | <p>Guest Taquelia Washington: <i>-Provided an overview of the self-care workshop for Flex Day. The workshop entitled Vicarious Trauma and Compassion Fatigue: Taking Care of Yourself in the Midst of Pain will have an experiential focus. Coping mechanisms, including a self-care inventory will be included. The 50-minute training will help one learn to relax by introducing breathing exercises. Payment of \$500.00 was voted on and passed without objection.</i></p> <p>January 22 Flex Day Activities: Reviewed Schedule</p> <p>8:15-8:50 am Flex Day Introduction with Frances Moy – Professional Development Committee and Welcome Remarks by President David Johnson. Introduction of New Community Members and Remarks by Constituencies 8:50-9:20 am Introduction to Online Services – Dr. Lilia Chavez 9:30-11:00 am CORA Training. RAVEN (Response to Racial Microaggressions) 11:10-12:00 pm Accreditation Updates and College-wide Activity – Accreditation Committee 12:00-1:00 pm Lunch Break 1:00-1:50 pm How to Read the BI Tool for Data Analysis – Nathan Pellegrin and Stefanie Harding 1:00-1:50 pm Adobe Sign – Trainer from the District will be confirmed 1:00-1:50 pm New Faculty Orientation and Faculty Handbook – Tom Renbarger</p> | <p>M/S/P – Maria Spencer / Jose A. Salceda</p> <p>Action Item: Denise Woodward will follow-up to confirm Classified Senate President.</p> <p>Action Item: Next PDC meeting, include raffle donations on agenda.</p> |

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| | <p>1:00-1:50 pm CurriQnet Training to View and Update Courses and Program Outlines – Nghiem Thai and LaShaune Fitch</p> <p>2:00-2:50 pm Canvas / Online Tools to “Track” Student Engagement – Adoria Williams</p> <p>2:00-2:50 pm Vicarious Trauma and Compassion Fatigue: Taking Care of Yourself in the Midst of Pain – Taquelia Washington</p> <p>2:00-2:50 pm Embedded Tutoring to Enhance Student Success – Isela Santana</p> <p>3:00-3:50 pm Division Meetings. Division 1 Dean Foster (1.5 hours) Division 2 Dean Holloway Division 3 Dean Amboy</p> <p>3:00-3:50 pm Ergonomics Trainings – Trainer from the District will be confirmed</p> <p>4:00-4:50 pm Department or Committee Meetings – To the Discretion of the Department Chairs or Committees Division 1 will start Department Meeting at 4:30 pm</p> | <p>Action Item: Next PDC meeting, we will discuss certificates for workshop facilitators. Denise Woodward, Maria Spencer, and Soledad Leung agreed to form a sub-committee to help plan next steps.</p> |
| V. New Business / Old Business | <p>PD Funding Request:</p> <ol style="list-style-type: none"> 1. No funding requests to approve. | |
| VI. Announcements | <p>Next Meeting scheduled for January 12th at 9:00 am. We will be using the same Zoom link.</p> | |
| VII. Adjournment | <p>Meeting adjourned at 10:22 am</p> | |