

**College of San Mateo New All-Campus PD Committee (name TBD)**

**Minutes**

Friday, October 31, 2025, 1:30-2:30

**Zoom:** <https://smccd.zoom.us/j/84379386541?pwd=QRogVyDXYYJAgkaKt4OWOu4eZbhKTo.1&from=addon>

*All members of the campus community are welcome to attend New All-Campus PD Committee (name TBD) meetings.*

**Required membership:**

**Present:**

Tri-chairs	Classified: Marisol Quevedo, Instructional Technologist Administration: Chiara Ojeda, LAD Dean Faculty: Susan Khan, Professional Development Faculty Coordinator	
Classified	Alicia Frangos, Program Services Coordinator, Student Success Dulce Martinez Luna, Learning Communities Program Services Coordinator	
Students	Ryan Farzaneh, Associated Students Nyam Simm Sett	
Faculty (full-time)	Alex Wong, Physics Faculty Katryn Wiese, Geological Sciences Faculty	
Faculty (adjunct)	vacant vacant	
Administration/Management	Kohya Lu, Ombudsperson Chiara Ojeda, Dean of Language Arts	
Ex Officio: ASLT Dean	Tarana Chapple, Dean of Academic Support & Learning Technology	
Ex Officio: Distance Ed	Marisol Quevedo, Instructional Technologist	
Ex Officio: Professional Development Faculty Coordinator	Susan Khan, Professional Development Faculty Coordinator	
Ex Officio: CSM President	Manuel Alejandro Pérez, President	

**Guests:**

- I. Order of Business (Susan), 1:30-1:35

- a. Approval of the Agenda
  - b. Approval of the [Minutes from 10/17/25 meeting](#)
- II. Discussion of [Community Norms](#) (Chiara), 1:35-1:45
  - a. Goal: Review and Approve Community Norms
- III. Discussion of [Bylaws](#) (Marisol), 1:45-2:05
  - a. Goal: Review and Approve Bylaws
- IV. Discussion of [summary of "What do you want out of PD?" padlet](#) (Susan), 2:05-2:25
  - a. Goal: Begin to establish our vision for PD at CSM
- V. Work before Next Meeting (Susan), 2:25-2:30
  - a. Input on Committee Names Brainstorm [Committee Name ideas](#)

## **College-Wide PD Committee Meeting Minutes, October 31, 2025**

### **Transcript**

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[https://otter.ai/u/Z3kemdzy3GmrilEJwn\\_YPBDaJIA?view=summary](https://otter.ai/u/Z3kemdzy3GmrilEJwn_YPBDaJIA?view=summary)

The meeting focused on reviewing and refining community norms and bylaws. Chiara Ojeda organized the norms into four categories for easier review. Katryn Wiese suggested revisions to norms like "apply what we are talking about" to make them more actionable. The group discussed the committee's role in assessing professional development needs, emphasizing collaboration with HR and other stakeholders. They also considered the importance of sharing best practices from funded professional development. The bylaws discussion highlighted the need for clarity on professional development assessment and compliance training distinctions. The meeting then focused on optimizing flex days for collaborative projects and sustained professional development (PD). Alex Wong suggested extended flex days for interdisciplinary collaboration, while Chiara Ojeda highlighted the need for consistent anti-racism and equity training. Tarana Chapple emphasized the importance of aligned PD across the college. Katryn Wiese stressed the critical need to enhance fundamental skills like math. Susan Khan proposed developing a survey to gauge broader college opinions. The committee agreed to finalize the survey and align

January's Flex Day theme with institutional priorities, ensuring inclusive participation from all staff, especially classified employees.

### **Action Items**

- @Chiara Ojeda - Revise the "Act with Purpose" norm to focus on applying agreed-upon actions to achieve college priorities.
- @Chiara Ojeda - Revise the "Consider Stakeholders" norm to focus on considering how members of the college community will be impacted.
- Discuss how the Professional Development Committee will coordinate with other campus committees and groups involved in professional development.
- Clarify the committee's role in assessing employee professional development needs and how it will collaborate across the college.
- Reach out to PRIE to develop a survey to gather feedback from the college community on professional development needs and priorities.
- Connect with Manuel and Fauzi to discuss strategies for supporting classified staff and student services personnel to attend Flex Day activities.
- Review data from past Flex Day attendance to identify areas for improvement in participation across the college.

### **Outline**

#### **Review of Community Norms**

- Susan Khan initiates the discussion on community norms, with Chiara Ojeda providing an overview of the norms document sent out previously.
- Chiara Ojeda explains the structure of the norms, categorizing them into themes with descriptions and actions.
- Katryn Wiese suggests waiting for others to review the norms before providing feedback.
- Marisol Quevedo and Chiara Ojeda agree to give participants a few minutes to review the norms before starting the discussion.

### **Feedback on Norms Categories**

- Katryn Wiese appreciates the four categories created by Chiara but expresses concerns about some norms being too prescriptive.
- Katryn highlights specific issues with the "apply what we are talking about in our meetings to make our campus and our world a better place" norm.
- Chiara Ojeda and Katryn discuss potential revisions to make the norms more actionable and less broad.
- Marisol Quevedo suggests that the norm about considering stakeholders might be more appropriate as a committee-wide norm rather than a meeting norm.

### **Revising Norms for Clarity**

- Susan Khan and Katryn Wiese discuss the importance of consulting with stakeholders, especially when planning flex days.
- Katryn suggests replacing "everyone" with "members of our community" to make the norm less daunting.
- Chiara Ojeda proposes revising the norm to focus on how members of the college community will experience ideas, rather than considering every single person.
- Alex Wong suggests changing the norm to apply decisions made in meetings, and Marisol Quevedo agrees, emphasizing the follow-through aspect.

### **Discussion on Bylaws**

- Marisol Quevedo shares her screen to review the bylaws and asks for feedback on the purpose and functions of the committee.
- Katryn Wiese raises concerns about the role of the committee in assessing employees' professional development needs and coordinating with HR.
- Susan Khan and Marisol Quevedo discuss the importance of collaboration with other groups on campus for professional development assessments.

- Manuel A. Pérez suggests considering the potential limitations of the statement about the committee's exclusive focus on professional development.

### **Clarifying Professional Development Roles**

- Alicia Frangos mentions other committees that disperse money for professional development and suggests the new committee could help raise awareness of available opportunities.
- Katryn Wiese asks for clarification on how the new committee will coordinate with existing professional development committees and HR.
- Marisol Quevedo and Susan Khan discuss the importance of a comprehensive professional development needs assessment and the potential benefits for the entire campus.
- Tarana Chapple suggests focusing on the outcomes of funded professional development and sharing best practices to benefit the entire college.

### **Flex Days and Collaboration Opportunities**

- Susan Khan summarizes key themes from the Padlet survey, including team building activities, mindfulness, wellness, and sustained professional development opportunities.
- Alex Wong emphasizes the importance of having dedicated flex days for collaboration, suggesting that short workshops aren't sufficient for meaningful team-building and community growth.
- He proposes extending flex days to multiple sessions over several months, allowing cross-field collaboration between faculty members and staff from departments like HR.
- The current system often fails to provide adequate time for follow-up actions post-workshop, leading to missed opportunities for impactful outcomes.
- Alex suggests that flex days should be used to foster long-term, sustainable projects rather than isolated activities.

### **Cohort Programs and Sustained Work**

- Chiara Ojeda mentions her experience with a year-long educational equity and diversity program, highlighting its effectiveness due to sustained effort and collaboration.

- She believes that flex days can act as seeds for ongoing initiatives, citing her involvement in a program aimed at addressing anti-racism and equity issues.
- Chiara stresses the necessity of continuous training on these themes, acknowledging the challenges posed by financial and time constraints.
- Despite the obstacles, she argues that such programs lead to greater impact compared to single sessions.

### **Branded Professional Development Series**

- Tarana Chapple shares her positive experiences with a branded professional development (PD) series at her previous college, noting its success in engaging participants across various levels.
- She raises a follow-up question about whether the current discussions aim to initiate a similar assessment and improvement process for PD across the college.
- Tarana seeks clarification on whether the initial steps discussed are part of a larger strategy to evaluate and refine PD practices.
- Her query aims to ensure that the efforts align with broader institutional goals and priorities.

### **Focusing on Specific Skills and Institutional Impact**

- Katryn Wiese expresses her concern about improving foundational skills like math among students, arguing that this is crucial for achieving wider educational objectives.
- She advocates for a year-long emphasis on enhancing math proficiency, involving all parts of the institution in supporting this initiative.
- Katryn provides examples of how improved math skills can positively affect various aspects of life, including practical tasks and financial management.
- She calls for a collective approach to address the issue, involving everyone from instructors to lab managers and janitorial staff.

### **Defining Professional Development and Aligning Goals**

- Chiara Ojeda reflects on the value of the recent meeting as a starting point for discussing PD definitions and goals.

- She suggests that the insights gathered can inform further consultations with the broader college community to validate and refine the proposed approaches.
- Chiara emphasizes the importance of aligning PD initiatives with the college's strategic plans and institutional priorities.
- She proposes creating threads of continuity across the academic year, potentially starting with a session on the pervasive relevance of math skills.

### **Survey Development and Assessment Plans**

- Susan Khan proposes reaching out to the Office of Planning, Research, and Evaluation (PRE) to develop a survey to gather feedback on PD needs and preferences.
- Tarana Chapple supports the idea, indicating that now is an opportune time to conduct the survey without competition from other ongoing surveys.
- Susan highlights the upcoming call for Flex Day proposal submissions, encouraging the committee to contribute to shaping the theme around building a culture of assessment.
- The committee agrees to finalize the survey questions and prepare for the January Flex Day event, ensuring alignment with the broader institutional goals.

### **Addressing Attendance and Participation Challenges**

- Alicia Frangos raises concerns about the participation of classified staff in flex days, noting the difficulty in attending due to their roles.
- Manuel A. Pérez offers to explore strategies to support classified staff attendance, suggesting potential solutions in consultation with colleagues.
- The committee acknowledges the need for inclusive participation from all staff groups to maximize the benefits of flex days.
- They agree to continue discussions offline to identify effective methods for increasing participation and addressing attendance barriers.

### **Next Steps and Action Items**

- Marisol Quevedo proposes adding the bylaws conversation to the next meeting's agenda to continue discussing professional development assessment and coordination.
- The group agrees to move forward with the bylaws discussion and to consider adding specific questions or clarifications to the document for the next meeting.
- The meeting concludes with a plan to continue refining the norms and bylaws based on the feedback and discussions held.