

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

**Minutes**

Friday, November 14, 2025, 1:30-2:30

**Zoom:** <https://smccd.zoom.us/j/81793505554?pwd=HgqoXeEivzrrZ4jUAXkRLnNAdu9lt3.1>

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

## Guests:

- I. Order of Business (Chiara), 1:30-1:35
  - a. Approval of the Agenda
  - b. Approval of the [Minutes from 10/31/25 meeting](#)
- II. Establishing [Bylaws](#) (Marisol), 1:35-1:50
  - a. Discussion
  - b. Approval of the Bylaws
- III. Update on [Norms](#) (Chiara), 1:50-1:55
- IV. Finalizing [committee name](#) (Marisol), 1:55-2:15
- V. [Proposed Committee Planning Process/Timeline](#) (Susan), 2:15-2:25
- VI. Closing and next steps (Susan), 2:25-2:30

## Minutes

## Summary

The All-Campus PD Committee Meeting focused on approving the agenda and minutes, discussing bylaws, and planning for Flex Day. Key points included the need for a clear and inclusive committee name, ultimately choosing "All Campus Professional Development Committee." The committee debated the language around professional development needs assessment, deciding to explore it further. They also discussed the importance of involving students in Flex Day and professional development, considering student workers and potential surveys. The meeting concluded with plans to draft a survey for the next Flex Day to gather feedback on professional development needs.

## Action Items

- Schedule a meeting with the committee to discuss the needs assessment proposal.
- Develop systems and structures to provide day-of support for Flex Day events when possible.
- Draft a proposal for a professional development needs assessment to be reviewed at the next meeting.

# Outline

## Approval of Agenda and Minutes

- Susan Khan suggests starting the meeting at 5 minutes after the hour and ending at 5 minutes before the hour.
- Chiara Ojeda shares the agenda and asks for approval.
- Katryn Wiese seconds the motion to approve the agenda.
- Chiara Ojeda asks for a motion to approve the minutes from the last meeting.
- The minutes are approved with a thumbs up from the participants.

## Discussion on Bylaws

- Marisol Quevedo introduces the topic of bylaws and mentions the need to discuss and approve them.
- Chiara Ojeda and Marisol Quevedo discuss the language around collaborating across the college to assess employees' professional development needs.
- Katryn Wiese and other participants provide feedback on the proposed language, agreeing that it is inclusive and collaborative.
- Susan Khan and Marisol Quevedo discuss the definition of professional development and whether it needs to be defined in the bylaws.
- The committee decides to leave the definition of professional development for future discussions.

## Support for Flex Day

- Marisol Quevedo and Chiara Ojeda discuss the language around supporting Flex Day.
- Katryn Wiese suggests that the committee should support Flex Day by providing pre and post support, not just day-of support.
- Susan Khan and other participants discuss the challenges of getting volunteers for Flex Day and the importance of having more people on the ground.
- The committee agrees to develop systems and structures to identify and provide day-of support for Flex Day.

## Adjustments to Bylaws

- Marisol Quevedo and Chiara Ojeda discuss the need to diversify examples in the bylaws to avoid focusing solely on speakers.
- Alex Wong suggests using more inclusive language, such as "events or activities," instead of "speakers."
- Danni Redding Lapuz and other participants discuss the difference between administrative support and partnering with administration.
- The committee decides to remove specific examples and focus on the broader language of supporting professional development.

## Consensus and Voting

- Marisol Quevedo and Susan Khan discuss the need for a backup way to make decisions when consensus is not possible.
- Alex Wong and other participants agree that adding "consensus when possible, vote when necessary" to the bylaws would be clearer.
- The committee decides to include the language of "majority vote of those present with quorum" in the bylaws.
- The bylaws are approved with the new language included.

## Naming the Committee

- Susan Khan shares the results of a poll to name the committee, with "All Campus Professional Development Committee" being the top choice.
- Susan Khan discusses the implications of using the term "professional development" versus "professional learning."
- Katryn Wiese and other participants express their preferences for clear and inclusive names.
- The committee votes to name itself the "All Campus Professional Development Committee."

## Flex Day Planning Process

- Susan Khan outlines a proposed process for planning Flex Day, including long-term and short-term planning.
- The committee discusses the importance of not getting bogged down in Flex Day planning and focusing on broader goals.
- Marisol Quevedo and Chiara Ojeda discuss the idea of conducting a PD needs assessment during Flex Day.
- The committee agrees to explore the feasibility of conducting a needs assessment and to discuss it further in the next meeting.

## **Student Involvement in PD**

- Marisol Quevedo and Chiara Ojeda discuss the need to involve students in PD planning and activities.
- Susan Khan suggests meeting with student committee members to get their input and ideas.
- The committee considers the possibility of involving student workers in Flex Day support and other PD activities.
- The discussion highlights the importance of considering the needs of student employees and their professional development.

## **Next Steps and Action Items**

- Susan Khan proposes drafting a survey or session for the next Flex Day to gather feedback on professional development needs.
- The committee agrees to review the EMP goals and competencies to identify areas for professional development.
- Marisol Quevedo and Susan Khan discuss the need to stay connected to the Chancellor's office and other institutional priorities.
- The committee plans to meet to continue discussing Flex Day planning and the PD needs assessment.