

College of San Mateo All-Campus PD Committee

Minutes

Friday, December 5, 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	
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	
Faculty (full-time)	Alex Wong, Physics Faculty Katrjn 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 11/14/25 meeting](#)
- II. Input on [Professional Development Needs Assessment Activity](#) (Susan, Chiara), 1:35-2:05
- III. January Flex Day update and planning for on-ground support (Susan), 2:05-2:25
- IV. Closing and next steps (Marisol), 2:25-2:30

All-Campus PD Committee Meeting 12/5 Minutes

Summary

The All-Campus PD Committee Meeting focused on approving minutes and agenda, and planning for the January 9 Flex Day. The committee discussed using Otter.ai for minutes and postponing approval until the next meeting. They proposed a discussion on Flex Day planning, with three guiding questions, to gather feedback without a survey. The keynote speaker, Dr. Alexis Riley from NYU, will address liberatory educational frameworks. The schedule includes a 90-minute keynote, lunch, and table talks. Concerns about survey fatigue and ensuring broad participation were raised. The committee will finalize the activity and schedule details before the break.

Action Items

- Finalize the activity for the Flex Day discussion session
- Reach out to committee members to volunteer for supporting roles during Flex Day sessions
- Follow up with administration on the Flex Day schedule and budget for food

Outline

Approval of Previous Meeting Minutes and Agenda

- Susan Khan and Chiara Ojeda discuss the agenda and the need to approve the minutes from the last meeting.
- Susan Khan and Alex Wong (He/Him) work to correct the agenda link issue.
- Kathryn Wiese and Chiara Ojeda discuss the use of Otter.ai for minutes and the need for better communication of the minutes.

- Susan Khan suggests postponing the approval of minutes until the next meeting to ensure everyone has seen them.

Discussion on Flex Day Planning and Feedback

- Susan Khan introduces the main topic: getting input on Flex Day planning and feedback.
- Susan Khan explains the need for feedback to inform planning for the January 9 Flex Day.
- Alex Wong (He/Him) and Katryn Wiese express concerns about relying solely on in-person feedback at Flex Day.
- Susan Khan and Katryn Wiese discuss the importance of gathering a broad range of feedback, not just from those who attend Flex Day.
- Dulce Martinez Luna suggests building on feedback from previous Flex Days to create a more cohesive theme.

Exploring Different Feedback Mechanisms

- Alex Wong (He/Him) suggests sending out a survey to gather more comprehensive feedback.
- Katryn Wiese and Chiara Ojeda discuss the pros and cons of using Google Docs versus Google Surveys for feedback collection.
- Susan Khan and Marisol Quevedo consider using Mentimeter for a more interactive feedback session.
- The group discusses the importance of having a mix of verbal and written feedback methods.
- Dulce Martinez Luna and Kohya (Koh-Ya) Lu emphasize the need for non-faculty perspectives in the feedback process.

Finalizing the Flex Day Schedule

- Susan Khan provides an update on the January Flex Day planning, including the speaker, Dr. Alexis Riley from NYU.
- Marisol Quevedo and Chiara Ojeda discuss the speaker's focus on liberatory educational frameworks.
- The group reviews the proposed schedule for the day, including the timing of the keynote, sessions, and lunch.
- Susan Khan and Marisol Quevedo discuss the challenges of balancing the schedule to accommodate different needs and preferences.
- The group considers the impact of starting the welcome and updates at 8:30 AM to allow for a smoother transition.

Logistics and Final Preparations

- Susan Khan and Marisol Quevedo discuss the need for volunteers to help with sessions and the table talk discussion.
- The group considers the importance of clear communication with facilitators about the roles of volunteers.

- Alex Wong (He/Him) suggests merging the lunch and table talk activities to ensure better participation.
- Susan Khan and Marisol Quevedo discuss the potential impact of the schedule changes on the overall flow of the day.
- The group agrees to finalize the activity and schedule details in a follow-up meeting before Flex Day.