

**College of San Mateo All-Campus PD Committee
Minutes**

Friday, January 16, 2026, 10:00-11:00

Zoom: <https://smccd.zoom.us/j/89750607394>

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

		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	X x
Students	Ryan Farzaneh, Associated Students Nyam Simm Sett, Associated Students	No
Faculty (full-time)	Alex Wong, Physics Faculty Katryn Wiese, Geological Sciences Faculty	x
Faculty (adjunct)	vacant vacant	
Administration/Management	Kohya Lu, Ombudsperson Chiara Ojeda, Dean of Language Arts	x
Ex Officio: ASLT Dean	Tarana Chapple, Dean of Academic Support & Learning Technology	x
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 (Marisol), 10:00-10:05

- a. Approval of the Agenda
- b. Approval of the [Minutes from 12/5/26 meeting](#)
- II. Flex Day Reflection (Marisol), 10:05-10:20
- III. Table Talk/Flex Day Planning Survey Reflection (Susan)
 - a. Review of [data](#) in groups
 - b. Next steps
- IV. Closing (Susan), 2:25-2:30

1/16/26 APD Committee Minutes

The meeting focused on feedback from the first Flex Day organized by the All Campus Professional Development Committee. Key points included high attendance, positive comments on the food, and concerns about the environmental impact of plastic use. The keynote speaker's long reflection periods received mixed feedback, with some appreciating the time for reflection and others finding it disruptive. Suggestions for improvement included better seating arrangements and considering the needs of different employee classifications. The group also discussed the importance of capturing feedback from all staff, not just those present at the event. The next steps involve refining categories for feedback analysis and planning future Flex Days.

Action Items

- [] Susan: Check and confirm how much remained from the Flex Day food budget and follow up with Tarana if needed
- [] Marisol: Ensure a student is added to the ECLO roster by obtaining and submitting the student's name (deadline: Tuesday) and confirm approval routing through Alex if required
- [] Susan: Confirm and schedule a regular meeting time for the tri-chairs to coordinate planning and reduce ad-hoc calendar requests
- [] Susan: Compile and tabulate the table-talk feedback categories into counts and work with PRE to summarize results for review at the next committee meeting; prepare campus-wide results to share afterward
- [] Susan: Email the food budget details to Angelica (follow up on how much was left over from the food budget)

Outline

Flex Day Reflection and Initial Feedback

- Approval of the minutes and then transition to discussing the first Spring flex day.
- High attendance and attentiveness during the opening remarks and sessions.
- Appreciation for the food, comments that it was very good.
- Thanks to Angelica for managing the budget for the food.
- Concerns raised about the environmental footprint of the plastic containers used for the food.

Environmental Concerns and Sustainability

- Further discussion about the environmental impact of the plastic containers used for the food.
- People can reuse the plastic containers.
- Important to reuse plastic and develop additional sustainability efforts.

Keynote Speaker and Reflection Time

- Some people found the keynote speaker's long reflection periods disruptive.
- Suggestion: such activities might work better in smaller workshops.
- Some people appreciated the reflection time as it allowed them to think deeply.
- Tension between different preferences for PD programming.
- Suggestion: prime the audience for moments of reflection and sustainability.

Table Talk Engagement and Student Performer

- Some tables were engaged but also distracted.
- First flex day might not be the best time for such activities.
- Student performer feedback: some people found it awkward.
- Appreciation for a different type of music and suggestion for better planning for future events.

Feedback Analysis and Next Steps

- Plan to analyze the feedback data and divide into smaller groups for analysis.
- 61 responses in total, with a mix of paper and online surveys.
- Groups identify categories or themes in the feedback.
- One approach: categorize feedback across different dimensions.
- Important to capture feedback from all employees, including classified staff.

Final Thoughts and Action Items

- Refine the categories before sending the data to PRIE.
- Important to sort the data quantitatively.
- Important to share the results with the campus community.
- Need to add a student to the ECLC system for future events.
- Find a regular meeting time for the committee.