

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

Friday, January 30, 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.

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	
Faculty (full-time)	Alex Wong, Physics Faculty Katrjn Wiese, Geological Sciences Faculty	X 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	
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 (Susan), 10:00-10:05
 - a. Approval of the Agenda

- b. Approval of the [Minutes from 1/16](#)
 - c. Announcements
- II. Assessing PD needs (Chiara), 10:05-10:15
 - a. Input on next steps for "Table Talk" survey (processing data, discussing data, sharing results)
- III. Flex Day (Susan), 10:15-10:40
 - a. Review of [feedback from 1/9 Flex Day](#)
 - b. Takeaways for our committee?
 - c. Quick [brainstorm](#) of themes/topics/speakers for next year
- IV. PD Planning beyond Flex Day (Marisol), 10:40-10:55
 - a. [Projects underway](#) and how committee members can support
 - b. Other projects?
- V. Closing, 10:55-11:00

APD Committee 1/30 Minutes (minutes edited on 2/27; checked for accuracy and names removed)

The APD Committee discussed next steps for analyzing feedback and developing a dissemination plan. They proposed forming a small team to finalize themes from feedback and coordinate with pre for data analysis. The committee also considered a road show to share results. They reviewed feedback from a recent Flex Day, noting a significant online participation and low attendance for keynote sessions. Suggestions included longer workshops, more facilitated sessions, and diversifying topics to include classified staff needs. The committee also discussed involving the Classified Senate to better address their professional development needs and proposed a summer retreat for planning next year's Flex Day.

Action Items

- [] Chiara: Ask deans at the Tuesday the 3rd dean meeting whether they prefer to distribute the survey in a meeting or have Susan visit in person, and report back on their preference
- [] Marisol: Reach out to Classified Senate (Faust) to coordinate conversations about classified PD needs and barriers to participating in Flex Day
- [] Alex: Touch base with faculty (including Katryn who had expressed previous interest) to discuss the departmental/discipline project (pilot planning and rollout for fall)

- [] Marisol: Provide the committee with a list of PD projects underway (to share opportunities and request sign-ups)
- [] Susan: Meet with Katryn to plan and pilot a brown-bag (informal discussion) series on teaching/other topics and determine next steps

Outline

Next Steps for Data Analysis and Dissemination

- Next steps: Forming a small team to finalize topics and themes from feedback, coordinating with pre to analyze data, and developing a dissemination plan.
- Road show would be an effective way to share the results of the data analysis.
- Clarification sought on the committee's role, confirming they will review and tabulate categories, not analyze the data.
- Important to involve more people in the data review process for better accuracy.

Feedback Collection and Analysis

- Recall to a previous activity where different groups developed a preliminary list of topics, themes, and ideas from feedback.
- Need more eyes on the data to ensure accuracy and completeness.
- Gather more feedback by sending the survey to various senates and division deans to capture perspectives from all groups.

Challenges in Feedback Collection

- Gather feedback from people who don't usually attend sessions, suggesting that division deans could help distribute the survey.
- Involve division deans in the process to ensure a broader range of feedback.
- Roadshow to gather more feedback, combining it with sharing what has been learned so far.

Discussion on Flex Day Feedback

- Feedback from Flex Day, noting a significant number of online participants and a low response rate for the keynote and introductory sessions.
- Deepen understanding of why more people chose online sessions and how to make Flex Day more inclusive for all staff.

- Important to look for patterns in the data and not getting stuck on individual comments.

Brainstorming for Next Year's Flex Day

- Brainstorming session for next year's Flex Day, focusing on potential themes and speakers.
- Suggestion: longer workshops on AI, allowing participants to work on practical applications.
- More facilitated sessions that align with the EMP (Equity, Professional Development, Teaching, and Learning) framework to create cohesion.
- Organize sessions by EMP goals and including tracks for different interests, such as professional development and personal passions.

PD Projects and Support

- Ongoing PD projects, including table talk data analysis, website revision, and developing a PD newsletter.
- Proposal for a project inspired by the YES Fit program, aiming to create more structured professional development opportunities.
- Brown bag lunch series on teaching and learning topics.
- Possible focus on classified staff needs and connecting them to existing opportunities, possibly through a smaller group discussion.

Involving Classified Staff

- Discussion shifts to the importance of involving the Classified Senate in discussions to better understand and address the needs of classified staff.
- Possible joint meeting with the Classified Senate to discuss barriers and opportunities for classified staff participation in Flex Day.
- Reach out to Classified Senate to discuss.

Final Remarks and Action Items

- Presentation of a summer retreat idea involving the Classified Senate for planning next year's Flex Day.
- Check in with the Classified Senate to discuss the logistics of the summer retreat.
- The meeting concludes with a reminder to follow up on the discussed action items in the next meeting.

