

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

Friday, March 20, 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	X  x
Students	Justin Christopher Gomez, Associated Students vacant	
Faculty (full-time)	Alex Wong, Physics Faculty Katryn Wiese, Geological Sciences Faculty	x
Faculty (adjunct)	vacant vacant	
Administration/Management	vacant 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 (Susan), 10:00-10:10
  - a. Approval of the Agenda
  - b. Approval of Minutes practices, [Minutes from 1/16/26](#), [Minutes from 1/30/26](#) and [Minutes from 2/27/26](#)
  - c. Announcements/Public Comment
- II. Assessment, 10:10-10:30
  - a. Discussion of [Table Talk Survey Results](#)
  - b. Review of roadshow talking points
- III. Flex Day, 10:30-10:55
  - a. Planning for Next Year
    - i. Discussion: When it comes to guiding and planning Flex Day, what is the purpose of a theme?
      1. Possible areas to discuss:
        - a. Does the theme define all sessions?
        - b. Is it an overarching idea to return to?
        - c. Is it one track among many?
      - ii. [Theme/Speaker ideas](#)
    - b. April Flex Day
      - i. Update on [proposals so far](#)
      - ii. Update on Showcase plan
- IV. PD Planning beyond Flex Day, 10:55-11:00
  - a. Update

## **APD Committee Meeting Minutes 3.20.26**

### **Overview**

The APD Committee discussed the use of Otter for note-taking, noting the need for manual edits for accuracy. They approved the minutes and reviewed survey results on professional development preferences. A majority of survey respondents (40%) prefer a mix of in-person and online

modalities, with 9/57 preferring in-person only. Key elements of effective PD among survey respondents include collaboration, human connection, and practical skills. Among respondents, workshops and speakers were the most popular formats. After the Table Talk Survey results discussion, the committee debated themes for Flex Day, considering workforce-focused theme, aiming to align with broader institutional goals, state and national trends, and student needs.

### **Action Items**

- [ ] Chiara: Edit the Otter-generated meeting minutes for accuracy and share the edited minutes with Susan for review.
- [ ] Susan: Review the edited meeting minutes after Chiara shares them and make any necessary edits for accuracy.
- [ ] Table Talk work team: Identify representative quotes to add to data sharing in preparation for road show.
- [ ] Tri-Chairs: Share committee feedback on Flex Day theme 26/27 with Manuel.
- [ ] Committee: Continue to refine Flex Day theme for 26/27.

### **Outline**

#### **Discussion on Note-Taking and Minute Approval**

- Committee discussed the use of Otter for note-taking and the possibility of switching to handwritten notes for better accuracy.
- Process for reviewing and editing notes discussed before sharing minutes with the group.
- Minutes reviewed and approved.
- Susan Khan confirms the motion to approve the minutes, and there are no objections.

#### **Table Talk Analysis: Modality Preferences**

- Susan Khan introduces the planning and assessment group, including Alex Wong and Chiara Ojeda, and their work on analyzing survey data.
- Explanation of methodology used to generate categories from qualitative responses and the direct tally for quantitative questions.
- The majority of respondents prefer some online component, with 40% liking a mix of in-person and online options.
- Importance of flexibility and connection in professional development; people want options to accommodate different preferences.

### **Table Talk Analysis: Shared Elements of Effective Professional Development**

- Shared elements of effective professional development experiences were collaboration, human connection, and relevance.
- Other elements mentioned include student equity, practical skill training, reflection, and authentic engagement.
- The survey results show a strong interest in practical and transferable skills, with teaching and pedagogical development being common topics.
- Practical, transferable skills deemed important. Some overlap with other content areas like student support.

### **Table Talk Analysis: Methodology and Qualitative Analysis**

- Work team discussed the methodology used to categorize qualitative comments, including the use of keywords and explicit mentions of equity.
- Qualitative comments are nuanced and complex; need to present both numerical and representative quotes.
- Suggestion: add context to the survey results by sharing specific comments that illustrate key themes.
- The group agrees on the importance of presenting a diverse range of perspectives to avoid siloed assumptions about professional development preferences.

### **Formats and Modes of Delivery**

- Results on formats and modes of delivery: workshops and speakers being the most popular formats.
- Other formats mentioned include panels, flexible environments (e.g., hikes, campus scavenger hunts), and asynchronous trainings.
- The group discusses the overlap between different formats and the importance of providing a variety of options.
- Need to clarify the meaning of asynchronous trainings in future surveys.

### **Table Talk Analysis: Takeaways and Future Planning**

- Key takeaways from the survey: participants desire collaboration, connection, and concrete, applicable learning.
- The group discusses the importance of sharing survey results with the campus community, including representative quotes to add nuance.
- Separate feedback on Flex Day from the survey results to avoid confusion.

- The group agrees on the need to share both quantitative and qualitative data to provide a comprehensive understanding of professional development preferences.

### **Discussion on Flex Day Themes**

- Flex Day themes introduced as well as their role in guiding and planning professional development.
- The group discusses the potential themes, including preparing for the future, critical thinking, and building bridges.
- Manuel's feedback is mentioned, emphasizing the need for themes to inform the "why" and application of professional development activities.
- The group agrees on the importance of aligning Flex Day themes with broader institutional goals and the need for clear branding and packaging.

### **Final Thoughts and Next Steps**

- The group discusses the importance of integrating accessibility sessions and essential training into Flex Day activities.
- One discussion highlighted the tension between preparing for the workforce and the broader purpose of education.
- The group agrees on the need to find a balanced phrasing for the Flex Day theme that is broad enough but focused enough to address both workforce and social mobility.
- Next meeting, committee will discuss upcoming summer retreat and the opportunity to further develop the Flex Day theme and other professional development plans.