

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

Friday, March 27, 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
Students	Justin Christopher Gomez, Associated Students vacant	x
Faculty (full-time)	Alex Wong, Physics Faculty Katrjn 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	
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), 10:00-10:15
 - a. Approval of the Agenda
 - b. Approval of [Minutes from 3/20/26](#)
 - c. Announcements/Public Comment
 - d. Introduction to our new student representative/s
- II. Assessment of Campus PD Needs, 10:15-10:30
 - a. Input on roadshow plan and timing
 - b. Ongoing assessment plans?
- III. Flex Day, 10:30-10:45
 - a. Update on showcase plan
 - b. Recruitment of [Flex Day on-ground support](#)
- IV. PD Planning beyond Flex Day, 10:45-11:00
 - a. Input on Planning Retreat timing
 - b. Confirming membership, input on meeting day/time and length for next year

APD Committee 3/27 Meeting Minutes

Summary

The APD Committee discussed approving previous meeting minutes, which was deferred due to absent members. Introductions were made, highlighting committee roles and responsibilities. Upcoming professional development opportunities were announced, including a ceramic mug painting workshop and a classified two-day institute. The committee planned a roadshow to assess campus professional development needs and debated the effectiveness of current feedback methods. They also discussed the logistics of the upcoming Flex Day, including a showcase of assessment work and the need for on-ground support. A retreat was proposed for June to plan future professional development, with a focus on including student and classified voices.

Action Items

- [] Chiara and Susan: Refine the Flex Day showcase run-of-show, finalize the presenter order/times, send out simplified run-of-show.
- [] Justin and Susan: Help identify or compile a contact list of student employees or student groups and assist with designing outreach for a student employee focus group or survey about professional development needs
- [] Susan: Reach out to members to confirm interest and availability for committee membership and report back to tri-chairs
- [] Susan: Send the Flex Day on-ground support sign-up sheet to committee members and ask people to sign up (ideally for two sessions) before the April 10 meeting
- [] Susan: Plan and schedule a road show (one per semester) to divisions/IPC/Academic Senate/Classified Senate/Associated Students, share the road show schedule with the committee, and circulate the assessment survey results during those visits
- [] Tri-Chairs: Decide retreat date options for the Bulldog Innovation Grant summer retreat, and distribute a poll to committee members to confirm availability

Outline

Approval of Previous Meeting Minutes

- Motion to approve the minutes of the previous meeting made and postponed until next meeting.

Announcements

- Marisol Quevedo announces two upcoming professional development opportunities: a ceramic mug painting workshop and a special Lead with Equity Institute.

Discussion on Professional Development Planning

- Discussion of ongoing efforts to assess campus professional development needs and plans for a road show with different divisions and councils.
- Discussion of the current assessment methods, including Flex Day feedback forms and the potential for more comprehensive assessments.

- Discussion of roadshow (timing) and methods for gathering future feedback.

Gathering Future Feedback

- Committee discussed gathering feedback from division meetings and focus groups to capture student opinions on professional development needs.
- Experience with student focus groups and the challenges of reaching the collective student body shared with committee.
- Possible way to gather feedback: evaluations and student feedback can capture professional development needs.

Flex Day and Showcase Planning

- Update on the Flex Day schedule and the Showcase plan provided.
- Need on-ground support for Flex Day, especially for early morning check-ins and session support.

Challenges and Solutions for Flex Day

- Concern: competing events on Flex Day and the impact on college-wide initiatives.
- Discussion: unique nature of this Flex Day due to the high-value training offered and the need for a process to select sessions.
- Explanation of challenges faced by classified professionals who still need to work during Flex Day and the efforts to offer the training on campus.
- The committee discusses the need for a more intentional planning process for Flex Day sessions and the potential for setting guidelines around session proposals.

Retreat Planning and Meeting Schedule

- Award of the Bulldog Innovation Grant for a retreat to plan professional development over the summer.
- The committee discusses potential dates for the retreat, considering the availability of faculty and classified staff.
- Reach out to Academic Senate to find replacements for members who will not be available for the retreat.
- The committee discusses the possibility of extending meeting times to accommodate more comprehensive discussions and the need for a consistent meeting schedule.

Final Discussions and Next Steps

- The committee discusses the importance of having student and classified voices in the retreat and the potential for adjunct faculty representation.
- The meeting concludes with a plan to finalize the retreat date and communicate with the committee members about the next steps.