

College of San Mateo All-Campus PD Committee
Minutes

Friday, April 10, 2026, 10:00-11:00

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

All members of the campus community are welcome to attend All-Campus PD Committee 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
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	x
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	
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:

Paige Bigelow, Business Faculty

- I. Order of Business, 10:00-10:10
 - a. Approval of the Agenda
 - b. Approval of [Minutes from 3/27/26](#) and [Minutes from 3/20/26](#)
 - c. Announcements/Public Comment
- II. Assessment of Campus PD Needs, 10:10-10:20
 - a. Update on roadshow plan (to share out assessment findings and work of the committee)
 - b. [Sign up to join roadshow](#)
- III. Flex Day, 10:20-10:40
 - a. Recruitment of [April 16 Flex Day on-ground support](#)
 - b. Flex Day planning 2026-2027: Theme discussion (continued)
- IV. PD Planning beyond Flex Day, 10:40-11:00
 - a. Feedback on [redesigned PD website](#)
 - b. Summer planning retreat: [poll](#), next steps
 - c. Meeting schedule and member recruitment for 26-27

Meeting Notes:

- I. Order of Business

Approved agenda and meeting minutes from 3/27 and 3/20

There was commentary about the improved quality of the meeting minutes.

Announcements:

- Congratulations to Marisol for Classified Employee award
- Mug painting workshop approaching

Discussion of attendance and its importance for a committee so small. There was discussion of how to handle quorum when members have excused absences. Susan will consult with Fauzi. After about 10 minutes, we did reach quorum.

II. Assessment of Campus Needs

a. Update on Roadshow

Susan shared draft presentation and schedule for APD Roadshow. Includes overview of committee, summary of Flex Day assessment and attendance data, and ways to get involved. Committee members were invited to sign up to join the roadshow.

Susan will add counseling to the Roadshow.

III. Flex Day

- a. Committee members were invited to sign up to support with Flex Day sessions. It was noted that many committee members were taking part in the all-day trainings and so wouldn't be able to support. Discussed the possibility of making use of student worker support in the future. Discussion of the campus closure policies for opening versus mid-term Flex Days.
- b. Theme Planning: Trying to move from a top-down approach to a committee-driven consultation process.
 - i. Shared final theme and description choices with committee for feedback
 - ii. Discussion clarifying how the committee had chosen a theme at our previous meeting

IV. PD Planning Beyond Flex Day

- a. Ran out of time here to do more than provide an update on subcommittee work re PD website, PD Plan, PD planning retreat, and membership recruitment, all of which are progressing. Members should let the tri-chairs know about their plans for staying on the committee next year.

Action Items Summary

Task	Responsibility
Inquire about quorum rules for excused absences	Susan
Coordinate Roadshow date for Counseling	Susan
Sign up for Roadshow presentation slots	All Members

Recruit session support for April 16th	Susan
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