

College of San Mateo All-Campus PD Committee
Minutes

Friday, August 21, 2026, 10:00-11:15

Zoom: <https://smccd.zoom.us/j/85316815861>

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	
Classified	Alicia Frangos, Program Services Coordinator, Student Success Dulce Martinez Luna, Learning Communities Program Services Coordinator	x
Students	Justin Christopher Gomez, Associated Students vacant	
Faculty (full-time)	Beth LaRochelle, Dental Assisting Faculty Anupriya Vysala, Computer Science Faculty	x x
Faculty (adjunct)	vacant vacant	
Administration/Management	Emily Barrick, Director of the Wellness Center Chiara Ojeda, Dean of Language Arts	x 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, 10:00-10:20
 - a. Welcome/Ice Breaker
 - b. Approval of the Agenda
 - c. Approval of [Minutes from 5/08/26](#)
 - d. Review of [Community Norms](#)
 - e. Review of [APD Committee Purpose & Functions](#) and [Flex Planning Responsibilities/Roles](#)
 - f. Announcements/Public Comment
- II. Flex Day, 10:20-10:50
 - a. Review of [Flex Day feedback](#)
 - b. Next Steps for 10/7 Flex Day
 - i. Call for proposals
 - ii. Opening Session brainstorm
- III. PD Beyond Flex Day, 10:50-11:10
 - a. Review of [PD Retreat Minutes & Action Items](#)
- IV. Closing, 11:10-11:15
 - a. Agenda items for 9/4

Here's the revised summary with names removed except where tied to action items:

Order of Business (10:00–10:20)

Approval of the Agenda: Approved. A point of order was raised that tri-chairs don't move or vote on approvals.

Approval of Minutes from 5/08/26: Deferred — not enough members present who'd attended the May meeting to approve.

Review of Community Norms: Reviewed briefly (previously covered at the summer retreat). **Action:** Reorganize the norms into a shared document instead of Padlet (due to Padlet's 3-board limit) — **Chiara**.

Committee Purpose & Flex Planning Roles: The committee's purpose was restated (promoting inclusive PD tied to college mission/strategic priorities). One update was flagged: catering, previously uncertain, is now confirmed and funded under the committee's PD budget, which sits under ASLT. The overall PD budget was restored to close to its pre-cut level.

Announcements/Public Comment:

- Members were encouraged to submit Flex Day proposals.
- Proposals are due **September 8** (not August 31 as the website states), so the call needs to go out early next week.
- Division meetings should actively promote submitting proposals/topics.
- The **ECLOs** (Equity-Centered Learning Opportunities) were promoted — 8 self-paced async learning modules launched at Flex Day; marketing push is still to come.
- A joint ECLO/Flex-Day-feedback "roadshow" to divisions was floated as a future idea.

Flex Day (10:20–10:50)

Review of Flex Day Feedback (general impressions):

- First Flex Day support (rather than presenting) experience went smoothly overall, with no real complaints heard. QR code issues for presenters were a hiccup; a dry run with presenters beforehand was suggested. Low attendance at the theater opening was noted as disappointing.
- Student Services (specifically counseling, financial aid, admissions/records) couldn't fully participate since staff had to stay open to serve students; partial closure was floated, echoing ongoing frustration that classified staff can't always attend.
- Direct advocacy has been made to administration for more staff release time, but was told it won't happen if it means students aren't served. Hybrid/Zoom options for the keynote and systems ensuring student-services staff can be present and represented were suggested.
- Strong agreement that staff should be able to attend, drawing a comparison to the bookstore also closing — an equity argument was made.
- Overall, the day went well; workshop table conversations were well-received. Timing was a challenge — the opening ran long, cutting into the keynote with no break. Food options (veg/non-veg) were appreciated even if not gourmet.

- Food variety was praised; some ran low late in the event. Tech sign-in issues with SMCCD Gmail accounts came up during a Google Gemini workshop — a partial fix was found on-site, and the presenter plans to address it via his ECLO ahead of the October event.
- **Action:** Budget more food for the opening day going forward.
- A proposal was made to **start breakfast at 8:30 and programming at 9:00** (rather than 8:00/8:30) since people don't arrive early anyway, which had been contributing to the late start. There was agreement, along with a suggestion to pad scheduled segments by 15–20 minutes since presenters/facilitators consistently underestimate time.
- The welcome session (first-time lead for one member) was timed tightly to 45 minutes but ran over; a request has been made to lengthen it to a full hour going forward, with more buffer built in.
- General agreement that an hour is more realistic, especially for the opening day (unlike the midterm Flex Day, which classified staff often can't attend anyway).
- A suggestion was made to privately tell the keynote speaker a slightly later true start time (without publicizing it) as a buffering trick.

Next Steps for 10/7 Flex Day: Time was set aside to review the feedback summary silently (5 minutes). Discussion of the year-long theme structure followed:

- The planned arc: **August** = setting the theoretical/big-picture tenor (social mobility theme); **October** = practice/application (CSM-specific examples of how roles support student social mobility); **January** = continued application; **April** = showcase/demonstration of the year's work.
- Concern was raised about framing "workforce development" as leading an opening session, since it risks reinforcing a narrow "career-prep-isn't-my-job" perception; a cross-functional panel with reps from multiple campus areas was suggested instead, with general agreement.
- An outside speaker is being considered for January, but the leaning is to keep the theme in-house unless a speaker is directly relevant — the group agreed continuity/building on the theme is preferable to one-off outside speakers.
- Featuring student voice (e.g., video, or a carefully-selected alumni/working-student panel rather than current students, based on past critical audience feedback) was proposed to show real career-mobility outcomes.
- The district's student panel was referenced as a good model; a past vocational-program alumni panel was recalled as resonating well, with a suggestion to repeat that kind of format at the midterm Flex Day to reinforce the theme.
- Separately, a question was raised about why the midterm Flex Day lands in week 7 (unusually early, compressing 8-week classes).
Action: Follow up on the midterm Flex Day scheduling/timing question — **Susan**.

PD Beyond Flex Day (10:50–11:10)

Review of PD Retreat Minutes & Action Items: A synthesized list of retreat action items was shared for prioritization:

1. Clean up/organize community norms and clarify roles & responsibilities — **Chiara** (in progress).
2. Advocate for classified staff participation in Flex Day / campus closure to students (ongoing priority).
3. Inventory available PD funding and how it's allocated across employee groups.
4. Develop new methods for collecting Flex Day feedback.
5. Revise the 5-year PD plan goals to be more measurable, with benchmarks and named campus partners — needed in draft form for the **September accreditation site visit; Susan, Marisol, and Alicia** to form a subgroup.
6. Clarify the committee's role in adjunct faculty onboarding vs. PD.
7. Explore alternative/outside PD funding sources.
8. Explore social media/newsletters for promoting PD opportunities — **Susan** has already reached out to Marketing.

Additional discussion:

- **Action:** Dedicate ~20 minutes at future meetings to unpack funding-source ideas incrementally.
- Real-time feedback tools like audience clickers or phone-based polls were discussed as alternatives/supplements to Formstack QR surveys; Formstack can already function similarly if facilitators build in time for it.
- **Needs Assessment Survey:** Discussion of whether to repeat this (last done as a table-talk activity) yearly or every two years, since it's only required biennially. Consensus was to hold off this year, focus on implementing findings from the last one, and plan a stronger tool for next year.

Closing (11:10–11:15)

Running short on time, one additional goal idea was tabled for a future meeting. Meeting adjourned at 11:15; next meeting is **September 4**.