

College of San Mateo All-Campus PD Committee
Minutes

Friday, September 4, 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
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:

- Michelle L. Simotas, Dean of Strategic Partnerships and Workforce Development
- Crystal Arrizón, Director of Workforce Development
- René Wong, Director of Community Relations and Marketing
- Angelica Soria Mendoza, President's Office

- I. Order of Business, 10:00-10:10
 - a. Approval of the Agenda

The agenda was approved.

- b. Approval of [Minutes from 8/21/26](#)

Approval was tabled, as several members who would need to vote were not present at the start of the meeting. The minutes will be brought back for approval at a future meeting.

- c. Announcements/Public Comment

Given several guests on the call, the group did introductions in place of other announcements.

- II. Flex Day, 10:10-11:00
 - a. Updates to [Flex Day feedback](#)

Susan Khan shared attendance and feedback data collected since the August Flex Day.

Discussion items:

- Impact on attendance of potential faculty strike
- Desire for online options in the feedback and impact of zoom option on attendance
- Need for more feedback

- Accountability for Flex Day attendance

Action Items:

- Susan will investigate impact of zoom option on headcount
- Anupriya will present ideas for improving feedback rates at next session
- Susan will talk to Lauren about accountability measures for Flex Day attendance

b. Next Steps for 10/7 Flex Day

i. Plan [Opening Session](#)

Marisol Quevedo presented a draft plan for the opening session.

Discussion items:

- Including CTE representation among panelists
- Building in time for summary of workshop outcomes from first Flex Day workshop
- Offering a possible companion session on "Canvas: What I wish I knew my first semester"

Action Items:

- Marisol will try to incorporate CTE representation among panelists and also time for summarizing workshop outcomes from first Flex Day workshop.
- Marisol will discuss with DE Team about possibility of a session on "Canvas: What I wish I knew my first semester" on this or a future Flex Day
- The committee gave a thumbs-up to move forward with the overall plan; next steps are to recruit panelists (faculty, classified, admin, and students) using an email template similar to the one used for the April showcase.

- ii. Review [sessions submitted so far](#) (deadline 9/8)

Susan Khan previewed a draft schedule and the sessions submitted to date.

Discussion Items:

- Challenges with timing
- Preview of Workforce 101 session to be submitted soon
- Whether outside food could be paid for or offered for free

Action Items:

- Once René confirms length for Welcome/Updates, Susan will build schedule with buffer for extra transition time.

III. PD Beyond Flex Day, 11:00-11:10

- a. Update on newsletter planning, website, and 5-year PD plan
- b. Call for support w/ [Fall roadshow](#)

Discussion Items:

- Including in the roadshow other campus PD/equity initiatives currently underway, including a second cohort of the ECLO program, a mini SEED grant on digital accessibility, and a returning four-part "Designing for Equity" workshop series with the National Equity Project.
- Volunteers to meet to talk about possible newsletter launch in November
- Update on 5-year plan revisions

Action Items:

- Susan will reach out to Marisol about including in the roadshow/newsletter/website other campus PD/equity initiatives currently underway, including a second cohort of the ECLO program, a mini SEED grant on digital accessibility, and a returning four-part "Designing for Equity" workshop series with the National Equity Project.

- Anupriya and Rene offered to join work group to discuss possible newsletter launch in November
- 5-year-plan work group will meet to revise 5-year plan

IV. Closing, 11:10-11:15

- a. Agenda items for 9/18
 - i. Approve Flex Day sessions
 - ii. Approve Flex Day schedule
 - iii. Finalize Opening Session plan