

College of San Mateo All-Campus PD Committee
Minutes

Friday, September 18, 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 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	
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, 10:00-10:10
 - a. Approval of the Agenda
 - b. Approval of [Minutes from 8/21/26](#) and [Minutes from 9/4/26](#)
 - c. Announcements/Public Comment
- II. Flex Day, 10:10-11:05
 - a. Discuss [Flex Day planning updates](#)
 - b. Review & approve Flex Day sessions and schedule using the [Flex Day Schedule Review Checklist](#)
 - c. Approve Flex Day morning session plan
 - d. Presentation from Anupriya Vysala on feedback mechanisms
- III. PD Beyond Flex Day, 11:05-11:10
 - a. Update and call for support w/ [Fall roadshow](#)
- IV. Closing, 11:10-11:15
 - a. Agenda items for 10/2
 - i. Recruit volunteers for support with Flex Day
 - ii. Brainstorm theme/speaker ideas for 2026-2027

All-Campus PD Committee Meeting Summary

Friday, September 18, 2026, 10:00-11:15 (Zoom)

I. Order of Business

- The agenda was approved.
- The August minutes were approved. Approval had been delayed earlier because quorum was lacking.

- The September 4 minutes were approved.
- There were no announcements or public comment. A member posted next week's Latina Heritage Month events in the chat.

II. Flex Day (October midterm Flex Day)

The Flex Day announcement goes out mid-next week, so the committee focused on approving sessions first. The PD coordinator noted there are too many sessions, and this is the first time the committee can formally decide which to postpone.

a. Planning updates and session decisions

Postponing recent sessions

- **Teaching and Learning via Mental Imagery:** The committee agreed to ask for it to be postponed, since it was offered in August and the presenter offers it often.
- **Google Gemini writing prompts/gems session:** It should shift to a later Flex Day, since it was already run and is a 4-hour session. A member suggested keeping the existing ECLO as the asynchronous option.
- **How the Learning Center Supports Students Across the Curriculum:** The coordinator suspects the presenter has withdrawn it because it conflicts with his Gemini session. Members preferred it over the Gemini session, and it could be accommodated if the presenter still wants it. A member asked how it differs from the all-learning-centers/support labs "meet and tour" session, and whether the audience is internal staff or outward-facing. If it is outward-facing, the description should lead with how to refer students.
- **Resubmission statement:** A member proposed a short, explicit statement in the session call saying that recently offered sessions may be postponed depending on volume. It would be a statement, not a formal policy. Another member suggested an alternates list.

Student housing session

- There is no mechanism to hold truly district-wide sessions at midterm Flex Day. Several members favored moving it to January so it can be introduced district-wide first, followed by CSM-specific time.
- If the presenter needs it now, the committee seemed comfortable including it, and the other colleges' PD coordinators would be informed.

Classified Professional Learning Forum

- The forum is about how to use PD money. A member suggested it might work as a brown bag. The description should distinguish it from earlier "what do you need?" forums, since there is now a sum of money to allocate.
- The presenter requested 2 hours, but the only fit is a 1.5-hour slot that would compete with the classified-focused "What Do I Do Now Help" session. The plan is to offer an end-of-day slot with half the time requested.

Classified attendance at Flex Day

- A classified member said staff in counseling, financial aid, and admissions were told they can't attend the other Flex Days because their areas remain open, and she wants at least a partial closure.
- Another member said the message she had heard was that shifts and rotations are set up, and suggested there may be a misalignment between the message and how it lands. Another noted that past partial closures still didn't produce strong attendance.
- The classified representative will be asked to raise it in his one-on-ones. The coordinator proposed a fuller agenda item at the next meeting, tied to January Flex Day planning.

b. Schedule review

Morning slot (11:20-12:20)

- The slot has six sessions, which is heavy, but several are small and niche.
- Bulldog 101 does not need to be in October (it runs in August and January), which frees space.
- The talent show moved to January.
- **Strategic Enrollment Management session:**
 - Members recommended keeping it but renaming it, because CSM's existing SEM team is coastside-focused and the title could confuse people.
 - It may respond to the cabinet/board discussion of reducing small classes and adjuncts, which caused a lot of concern in divisions. If so, the description should say so clearly.
 - Clarity is needed on the intent and audience. If it is really an internal team meeting, it may not belong on Flex Day.
 - The presentation slides and board packet will be uploaded for clearer communication.

Afternoon

- The committee kept the "What Do I Do Now Help" title.
- **WebSmart session:** It is CSM-specific and was requested after faculty raised frustrations with WebSmart at Academic Senate. The district presenter will be asked whether staff should be included.
- A member raised competing faculty-oriented sessions (icebreakers, WebSmart, portal). Moving the Movement and Connection session later would require swapping the two sessions (honors and icebreakers) given by the same presenter, who will be asked for her preference. Classified staff may also want the icebreakers session.
- Division meetings happen on the district opening day, not the midterm Flex Day.
- **Outcome:** The schedule was not formally approved. It is pending the follow-ups below.

c. Morning session plan

The Career Center had proposed a student panel on career readiness. The Career Center will:

- Help the committee organize the all-campus opening panel, including sourcing speakers, theme-aligned questions, and speaker prep.
- Not facilitate the panel.
- Be open to moving their student panel into the morning session.
- Revise their separate Career Hub Services session. It is distinct from the Workforce/CTE funding session already on the schedule.

The tri-chairs will confirm details and report back. The panel would include students, faculty, and staff, and there is no speaker contract. No speaker is planned for January either. The plan was not formally voted on.

d. Feedback mechanisms

- **Slido** was demoed as a complement to Formstack. It offers live interaction through ratings, polls, Q&A, and word clouds. Participants join via QR code or link, and polls can stay open for days. Formstack remains better for formal surveys.
- The proposal is to pilot a 3-question Slido at one event, such as the keynote, and compare results. Open questions are which questions to ask and whether to show results live.

- A member suggested tying Flex credit to completing a final feedback form for some events. Another said this worked well in dental CE courses. It would mostly affect adjuncts, which could feel unfair but would yield more adjunct input.
- The committee will discuss options at the next meeting.

III. PD Beyond Flex Day

Due to time, the Fall Roadshow update and call for support will be sent by email.

IV. Closing

The 10/2 agenda items (volunteer recruitment for Flex Day support, and theme/speaker brainstorming for 2026-2027) were not discussed. The tri-chairs were asked to stay on briefly to discuss the morning session.

Action Items

Owner	Action
Susan	Contact Zach and Margaret about the Learning Center and "meet and tour" sessions, and ask about postponing the mental imagery and Gemini sessions
Susan	Ask Alex about moving student housing to January, or confirm a CSM-only session
Susan	Follow up with Fauzi on the forum description and end-of-day slot
Susan	Get Lauren's intent and audience for the SEM session, and suggest a rename
Susan	Ask Sarah for her timing preference on the honors and icebreakers sessions
Susan	Draft an explicit postponement statement for the session call
Susan	Email the Fall Roadshow update
Alicia	Ask Fauzi to raise classified Flex Day attendance in his one-on-ones
Tri-chairs (Marisol, Chiara, Susan)	Confirm the opening-session plan with the Career Center and report back
Angelica	Upload the presentation slides and board packet, and help contact Lauren if needed

Anupriya
Committee
Committee

Share her Slido slides
Discuss a Slido pilot and tying Flex credit to feedback forms at the next meeting
Add classified Flex Day attendance to a future agenda