

**Campus-Wide Professional Development Planning Committee Meeting ▪ September 8th, 2020 ▪ 1:00 pm
3:00 p.m., Zoom web conference**

<https://smccd.zoom.us/j/99108926214?pwd=a2RCeWV6NmtLWnhsVVIJWXhIRFd4UT09>

Agenda Item	Time	Notes
Review May meeting notes	5-10 mins	
Oct. 15 Flex Day Planning	25 mins	<ul style="list-style-type: none"> ➤ Review x proposals received to date ➤ Consider how much time is available for programming outside of college anti-racism framework sessions in AM and possibly into early afternoon ➤ Identify theme for this Flex ➤ Preparing for virtual delivery of Flex activities <ul style="list-style-type: none"> ● Email to presenters with zoom instructions and links ● Create schedule and include zoom links ● Contact John W, ask about default zoom settings, need to ensure all are recorded, this can help with attendance, etc.
Staff Team Development and Support Sessions	15 mins	<ul style="list-style-type: none"> ➤ The next staff area to support (max is 20-25 people per session) ➤ When we'd like to do this – Flex days will be heavily impacted by college work this year so my suggestion is to look outside of this if possible
Tour of the shared governance groups to advertise Cornerstone	20 mins	<ul style="list-style-type: none"> ➤ Tour of the new site and key resources available ➤ Review current faculty/staff PD trainings scheduled ➤ Plans for the “road show”; who will present, which groups, etc.
Consolidating our Flex Day materials and recorded training content	15 mins	<ul style="list-style-type: none"> ➤ Review where things live on the site now, where they should be ideally ➤ Review plans for help from Marketing dept to organize information ➤ Discuss suggestions on how to make recorded trainings and other resources more accessible, possibly in connection with Cornerstone
Future agenda items	10 mins	