

# Professional Development (PD) Committee Meeting Minutes

Friday, June 8, 2018

11:40 a.m. – 2:15 p.m.

**Purpose:** Each committee convened at approximately 11:40 a.m. The goals of the PD committee convening were to share the results of each committee member's interviews and to identify three action items to be completed prior to the next Field Team meeting.

## Overview of Previous PD Assignment

After the last convening, committee members were asked to complete at least one interview with an adult education practitioner to better understand what they want and need in terms of PD. The facilitator, Virginia Hamilton, provided instructions and a guide on how to conduct an effective empathy interview. All committee members conducted interviews and one committee member conducted an in-depth analysis of his consortium's PD plans.

Interviews were conducted with the following types of adult education practitioners:

- ☐ Instructors
- ☐ Administrators
- ☐ Consortium Leads
- ☐ Office Staff

## Share-out of committee members interviews with adult education practitioners

Each committee member shared the results of their interviews with adult education practitioner using the following framework:

- ☐ Identify the difference between an observation and insight
- ☐ A strategy to meet people where they are
- ☐ Each committee member will tell the observation and we as a committee will strategize the insight
- If there are a couple of recommendations to support the planning process – the committee will make those recommendations to the State

## Professional Development Topics Categorized by Priority

Each committee member presented the results of their interviews and analysis. The requested PD topics from the interviews were categorized and color-coded based on priority, existence, and part of the 3-year planning process. Below is the color-coding rubric and PD topics:

Color-coding rubric:

- Red – highest priority
- Blue – something is already in place – need access and/or promotion of training
- Green – things that are for the planning process

Using Technology in Teaching

- Technology – course online (learn how to use)
  - Moodle courses
  - PowerPoint
- ☒ How to integrate technology in teaching and learning

Data

- ☒ Working with data for decision making
  - Now we have data – now what? How good is it for everyone?
- ☒ Database access for tracking students
- ☒ Developing data teams on all levels
- ☒ Student pathway/completer tracking
- ☒ Data assessment, placement, and informing instruction

Partnership and Articulation

- ☒ Partner engagement/marketing/promotion
- ☒ Pathway/Transition Development
- How to work within Workforce Readiness – integrate
- ☒ Pathways articulation
  - Adult Education > CTE and College

Capacity Building for Administrators and Teachers

- Supervision/Coordination – Basics and Advanced
- ☒ Developing communication through team building
- ☒ Training on how to motivate others
- ☒ Student Support and Engagement
- ☒ Budgets 101 in Education Training
- ☒ Brown Act
- ☒ PLC/COP
- ☒ Access to CALPRO, OTAN and CASAS training for non-WIOA agencies

- 🔗 **Facilitation Skills**
- 🔗 Administrators encouraging staff to participate in PD
  - CALPRO model – administrator and teachers go to events together – they come up with a plan together afterwards to implement what they learned

#### Effective Teaching for Adults

- 🔗 **Adult Teaching Pedagogy (Andragogy)**
- 🔗 **Effective teaching practices for adults**
- 🔗 Continuing Education opportunities and certification
- 🔗 Career pathway for Adult Education Leadership
- 🔗 Mixture of valuable online training (rural in particular)
- 🔗 **CTE online adult strand**
- 🔗 Instructional Transformational Leadership

#### Curriculum and Instructional Materials

- 🔗 Evaluating instructional materials
- 🔗 **Curriculum and instruction**

#### Others

- 🔗 How do we make decisions that reflect equity agenda
  - Looking at what the needs are – not just I need more money
- 🔗 Listen and value all questions in training
- Engagement – understanding the “why” and “value” in PD
- 🔗 Learn how to wear many hats
- 🔗 Way to count PD (pay to go)

## Top Three Topics and Action Items

The three topics and action items the PD committee developed are discussed below. These topics were presented to the entire Field Team at the end of the June 8<sup>th</sup> convening.

### Analyze existing PD plans

- 🔗 Recommend consortia to look at existing PD plans to align professional development topics
  - WIOA
  - WASC
  - LCAPP
  
- 🔗 Recommend to the State

### Curate Existing PD Resources

- 🔗 Access to CALPRO and OTAN trainings for non-WIOA agencies
- 🔗 Recommend to the State

### Articulation between Data and PD

- Explore what the Data and Accountability (DAC) Committee is doing – overlap with PD
- 🔗 Share PD needs identified by PD team
- 🔗 Recommend meeting with PD and DAC Leadership Teams