

To: Dean Dr. Mayra Padilla
 President Dr. Katrina VanderWoude
 From: Lorena Gonzalez
 Date: February 2, 2019
 Re: Equity-Focused Professional Development Spring 2019 OAS Scope of Work Assignment

Outlined below is a draft of the timeline and scope of deliverables for a Spring 2019 OAS Assignment on Equity-Focused Professional Development:

Time commitment	5 hours of OAS a week beginning week of February 4, 2019	
Professional Development Committee Meetings	I would attend the Spring 2019 meetings as scheduled on the following dates from 2:30-4: Jan. 28 Feb. 25 Mar. 25 Apr. 22	Note: These meeting hours will not be included as OAS time. I will be participating in these meetings as part of my professional commitment to the CCC Campus community embedded in my role as Faculty member. Goal to incorporate Equity-Minded Pedagogy workshops/training materials into CCC NEXUS requirements of new faculty beginning Fall 2019
Deliverables	February	<ol style="list-style-type: none"> 1. Research and gather materials/resources on Equity-Minded Pedagogy focusing on effective practices within Hispanic and Minority Serving institutions 2. Draft an outline/menu of options of Equity-Minded Pedagogy workshops and Community of Practice topics 3. Research and compile a beginning list of Equity-Minded conferences and books for faculty resources 4. Research and compile a beginning list of Equity-Minded Pedagogy speakers 5. Mayra and Lorena have a conversation with the Academic Senate President (Beth) to inform her of this plan. 6. Support PD Coordinator with CCC Pedagogy Conference Planning
	March	<ol style="list-style-type: none"> 1. Meet with Academic Senate to Inform them of this plan. Ask for their input. 2. Develop 3 Equity-Minded Pedagogy workshops (model, outline, Powerpoint) 3. Gather and/or create accompanying resources/materials for workshops created to distribute to attending faculty 4. Develop Faculty Incentive (Flex credit, Certificate Units, Stipend?) 5. Develop Communication & Recruitment Plan 6. Meet with Kathleen Hargan to see if there is an opportunity to align with Equity Hour PD for adjunct faculty 7. Support PD Coordinator with CCC Pedagogy Conference Planning
	April	<ol style="list-style-type: none"> 1. Finalize 3 Equity-Minded Pedagogy workshops and materials 2. Create a Calendar of Offerings of developed Workshops/Community of Practice 3. Create a list of deliverables for faculty that participate in Equity-Minded Pedagogy Workshop (e.g. update syllabus, create inclusive pedagogy curriculum, develop low stakes assessments, include culturally relevant curriculum, etc.) If faculty participate in Fall 2019 will the deliverables be

		<p>due in Spring 2020?</p> <ol style="list-style-type: none"> 4. Support PD Coordinator with Pedagogy Conference Planning 5. Facilitate one of the developed Equity-Minded Pedagogy Workshop as part of CCC Pedagogy Conference
	May	<ol style="list-style-type: none"> 1. Review Feedback from CCC Pedagogy Conference 2. Incorporate Feedback into initial Equity-Minded Pedagogy topics/workshops created 3. Draft Fall 2019 Equity-Minded Pedagogy Workshop and Community of Practice offerings 4. Develop Fall 2019 Equity-Minded Pedagogy Workshop and Community of Practice Evaluation Survey
	June	<ol style="list-style-type: none"> 1. Finalize all deliverables 2. Prepare deliverables for submission to Dean of Equity and Institutional Effectiveness for review 3. Incorporate feedback provided and update deliverables as needed