# **Local Planning Group for Professional Development (Flex) Minutes**

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August 26, 2013 3:30 - 5:00 p.m. p.m.

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach; Demetria Lawrence, Student Life; Eric Sanchez, Journalism/Drama/Art.

**Faculty present:** Rosa Armendariz; Erlinda Jones, Faculty, Child Development; Clint Ryan, Math.

**Managers present:** Michael Becker, IT Manager; Dave Belman, Interim Dean, Student Success; Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; A’kilah Moore, Dean, Math and Sciences;

**Students present:** None

**Non-Voting Staff to Committee:**  Mary Oleson, Admin. Asst/PD Coordinator/PDAC Co-Chair; Staff to LPG

**Absent from today’s meeting:**

# **Note**: PDAC and LPG meetings may be scheduled on the same days; however, the Agendas will be listed separately. Voting on PDAC will be by consensus vote by members present. LPG has invited Classified and Student members to join the mandated six (6) faculty members and six (6) manager structure. While Classified and Students do not have an official vote per UF contract, consensus voting by all members will be the method of input, review and approval. An official vote of faculty and managers will be taken if necessary.

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|  | ***Agenda Item*** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1 | **Welcome/Announcements/Introductions****Consensus Voting/Member Tips** | Clint Ryan, Chair welcomed the group and submitted the Proposed Agenda for the Day. New members introduced: Dave Belman, Interim Dean of Student Success, representative for management staff. Kathy Cullar, Admin. Asst. for Outreach, returning representative for classified staff; David Wahl, Manager.Chairman Ryan informed the committee that a consensus voting model is used where all members (formal and informal) may comment and provide input. In the case of divided opinions on an issue, an official vote will solicited from “official” faculty and management members only. He also explained that it is LPG’s job to plan Flex activities for everyone and while Faculty have a number of Flex hours they are obliged to complete each semester/year, all staff are welcome and encouraged to attend any workshop of interest to them.  | Agenda Approved. New PDAC/LPG members Introduced. Information only |
| 2 | **Overall Flex-All College Day/HoM-Focused Flex Evaluation Feedback** **Focused Flex (Looking In-Looking Out) Evaluation Feedback** **Variable Flex** **Variable Flex, continued****CALL FOR FLEX** **FOCUSED FLEX: Recommend Topic****District Flex Coordinators** **Flex Language** |  The Overall Flex results were reviewed and discussed. Overall, the results were very good and the majority of the campus community found great value in the week’s activities. Issues surrounding Flex for further discussion include: * Encourage managers to share the message with new employees/faculty about the importance of attendance at PD-Flex activities.
* Increasing Classified attendance
* Identify gaps and needs for additional PD (Flex) activities.
* Identify “specialty” skills of all staff/faculty for identifying new workshops

***Members present agreed that all Flex credit-eligible activities will be referred to as Professional Development (Flex) in all communications.*** While the Overall Flex evaluation included questions and feedback about Focused Flex, a more specific Evaluation and compilation of results has been prepared. Ruth reported that there were many ideas generated during the day’s activities which were very interactive. Members discussed the varying levels of depth in the group conversations during the workshop; some had very deep conversations; others did not seem to want to “go there.” Once it has been shared with the LILO Planning Committee, Mary will send out the Evaluation results to LPG members. **Behavioral Science Department Meetings Dual Request**The Flex proposal from Estelle Davi for Behavioral Science Department Meetings was used as a case study. In this case, the department thought they had requested two department meetings on two separate days. LPG reviewed and approved only one of the requested dates, incorrectly thinking that the two activities were scheduling options only. The form is intended to include only one (1) workshop or activity, therefore, only one was scheduled. ***It was the consensus of the members that the 2nd Department meeting for Behavioral Science can be added to the Flex registration site so the participants can register and their attendance documented. Further steps will be taken to ensure that the forms are clearer from now on to avoid confusion.*** **Habit of Mind (HoM) On-Line Modules Request for Variable Flex Credit**Prior to the meeting, an opportunity to attend a 5-week online module (10 hours each) for HoM campus teams. There was question whether attendance should be reported on a Special Project form by individual attendees or as a Variable Flex. Chairman Ryan indicated that this proposal should be requested as a Variable Flex on the appropriate form. Ruth Goodin will request that Paula Gunder and Christina Goff submit the request on the appropriate form and an email approval will be solicited from the committee. Mary Oleson can then add the activity to the registration site so the participants can register and have their attendance documented. **Reading Apprenticeship (RA)**Dean Nancy Ybarra has requested LPG’s consideration of offering Variable Flex credit for a Reading Apprenticeship Workshop being held at LMC this coming Friday, August 30. A grant was received by the LMC Basic Skills Committee (DE and ESL) from the CA Basic Skills Network 3CSN to host an on-campus workshop from 8:30 a.m. to 4:00 p.m. in L-109. The workshop would be open to all LMC Staff and Faculty, as well as other local college staff. The intent of the Reading Apprenticeship trainings is to provide a framework to support students in reading and interpreting texts and other course materials, along with the instructional routines and approaches to any discipline. ***It was the consensus of the members that attendance for RA would be documented on individual Faculty Special Project forms that are attached to the Faculty Flex Agreements at the end of the year. Faculty must complete a Special Project Form and have the RA activity pre-approved/signed by their Dean.*** **D2L Trainings**Additional D2L training workshops are being requested for September by Sandy Jones, Computer faculty. Members feel that D2L training is a priority for the campus and that all related workshops and resources should be given **Blanket Semester Approval for Variable Flex credit for Fall, 2013.** ***It was the consensus of the members that all D2L and related trainings are approved for Variable Flex credit for the fall, 2013 semester. All workshops will be posted up to the registration site as necessary for scheduling and attendance documentation.*** **Smart Podium Trainings** LPG previously requested (April, 2013) that Rashaad McAlpin offer additional workshops on using the Smart Podiums and Smart rooms across campus beyond Flex week. Two workshops were offered during fall, 2013 Flex and a proposal has been submitted for additional workshops during the fall, 2013 semester. ***It was the consensus of the members that all Smart Podium workshops and are approved for Variable Flex credit for the fall, 2013 semester.*** **Nexus Lite - Support for New Faculty Proposal**The Teaching and Learning Committee of PDAC submitted a funding proposal to provide Nexus support/training for new faculty for fall, 2013. The request for Variable Flex for this activity will be sent by email after today’s meeting as it was not placed on the Agenda and due to a lack of time. Once approved, the workshops will be posted on the District registration site for faculty to register and receive attendance documentation once sign-in sheets are received by PD staff.  ***Follow-up Approval: The Nexus Lite trainings were approved for Variable Flex credit via email voting submitted by Ruth Goodin on behalf of the PDAC Teaching and Learning Committee.*****Acceptance of Proposals**Chairman Ryan and staff discussed the importance of the timely receipt of proposals for activities requesting Variable Flex. The addition of late proposals after the Agenda has been submitted causes difficulty to staff related to timely postings of new proposals, uploading to InSite for voting, and posting of the activities. It was noted that the Variable Flex form and schedule should be utilized by those requesting that Flex credit be given for any activity. ***Members agreed that proposals for requesting Variable Flex credit will be reviewed during the LPG meeting only if they were received prior to the Agenda being submitted to the Committee. Proposals not meeting the deadline will be distributed, reviewed, and voted upon on InSite (ideally) and/or by email from PD-Flex Staff.*** Clint and Mary discussed the timeline for opening up the Call for PD (Flex) with the group. ***It was the consensus of the members that the Call for Flex be opened up as soon as the staff is ready to publish the forms and information about the process. A similar deadline (last year it was Nov. 15, 2012) will be established for turning in the proposals, and on-line review, and publication of the schedule will be determined based on the current scheduled dates for LPG meetings of December 5, 2013. Staff will upload proposals to the registration site prior to the Dec. 5 meeting but have them archived until approved by LPG. This will reduce the amount of time after the Dec. 5 meeting to upload the approved workshops.*** LPG would like to begin the conversation across campus for the selection of the Focused Flex topic early each semester to allow for planning of the following semester’s Focused Flex. Discussion occurred around how a topic is chosen and ideas were generated. ***Members were in favor of LPG representatives going to the constituency groups and asking for input on desired topics: Academic Senate (Janice), Cabinet (Ruth) , President’s Council (Ruth and A’kilah), and Classified Senate (Mary will ask a PDAC Classified rep to go to Classified Senate).*** Mary reported she is regularly meeting with the Flex Coordinators across the District and with District IT (Jay and Satish) to jointly work on upgrading the District Registration site, including consistent notifications to all campuses on changes and needed improvements required to fully implement the system for staff and faculty. Ruth reported that language (UF, Title V-State, other) concerning Flex and professional development is being reviewed for consistency and clarity by the District HR Department and the Office of College Advancement.  | Report-out/Discussion/ActionReport-out and DiscussionFollow-up (Mary)Discussion/ApprovalFollow-up(Mary)Discussion/Review/Follow-up (Ruth/Mary)Review/Discussion/Decision/Action (Notify Dean Ybarra)Approval/NotifyApproval/NotifyDiscussion/Decision/Email Voting/Post up to Site upon Approval (Goodin/Oleson)Discussion/ActionDiscussion/ActionDiscussion/Follow-up/Recommendation at September MeetingReport-out (Townsend, Good, Ryan, Moore, Oleson/Lawrence/Sanchez), Follow-upReport-out-Recurring (Oleson)Report Out/Follow-up (Goodin) |
| 6 | **MEETING SCHEDULE****2013-2014 -All Meetings are in L-105**  | Meeting Dates for 2013-2014

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| October 24 |
| December 5 Proposal Review Meeting- Attendance Important |
| January 23, 2014 |
| February 27, 2014 |
| March 27, 2014 |
| April 24, 2014 |
| May 22, 2014 |

 | Calendar |