# **Professional Development Advisory Committee (PDAC) MINUTES**

**January 22, 2015, 2:00 - 5:00 p.m. CO-420**

# Please visit the Professional Development Web page for copies of Guiding Documents: <http://www.losmedanos.edu/profdev/docsandlinks.asp> and Committee documents: <http://www.losmedanos.edu/profdev/>

**ATTENDANCE:**

**Classified present:** Kathy Cullar, Outreach; Eric Sanchez, Art/Drama/Journalism Instructional Assistant;

**Faculty present:** Rosa Armendariz, HSI/Philosophy; Erlinda Jones, Child Development; Christine Park, Librarian/LPG Chair

**Managers present:** Mike Becker, Dave Belman, Dean of Student Services; Natalie Hannum, Dean;

**Students present:** None

**Staff present:** Courtney Diputado, Education Technology Trainer; Ruth Goodin, Manager, Office of College Adv. /PDAC Co-Chair; Paula Gunder, Professional Learning Facilitator/Staff; Mary Oleson, Office of College Adv. Staff/PDAC Co -Chair

**Guests present:** None

**Absent from today’s meeting:** Michael Becker, IT/Media Services Manager; Janith Norman, Business Faculty/VP Academic Senate; Shondra West, Sr. Administrative Assistant, Office of Instruction

PDAC is a Shared Governance Committee.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agenda Item** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1234 | **Welcome/Announcements/****Approvals of Minutes and Agenda****Budget Update****Budget Update, continued****Convocation Feedback****Recurring Conferences****Conference Funding Requests****Conference Funding - EXITO Grant Funds** **Conference Funding - Equity Plan Funds****Conference Funding Share-outs****AB2558 - Governor’s Budget Recommendations on funding for PD** **Staff Report-outs****Staff report-out - Campus Committee Liaisons****Staff Report-out****Staff Report-out****Staff report-out****Staff Report-out - Equity PD Funds****Equity Conference Funding Review: Garcia/Carbajal/Sanchez****Staff Report-outs, continued: Equity Funds/EEO Committee****Professional Development Program Planning** | Oleson welcomed the group and reviewed the Proposed Meeting Agenda. Goodin requested that Agenda Item 7 - SGC Charges be removed. The item will be added to the February meeting. Belman, Goodin, and West will continue working on the charges and report back at the February meeting. Oleson called for a motion to approve the Proposed Meeting Agenda with changes. Armendariz made a motion to approve the Agenda as amended and Jones seconded the motion. All were in favor and the Agenda and Agenda were accepted and approved.The Minutes of the December 4, 2014 meeting will be submitted at the February 26, 2015 meeting and posted on the PDAC webpage. There were no public comments. Co-Chair Goodin reported to Sanchez and Diputado, along with committee members, about the follow-up on the Links presentation bring a follow-up report and any related plans to the February 26 meeting. Goodin reported that Gunder has been nominated as a finalist for the 2015 Bellwether Award and will be making a presentation, along with others, at the Community College Futures Conference in Orlando, Florida. Goodin reported that an updated Budget is not being presented at today’s meeting but will be presented at the February meeting. She reported that the regular budget for PDAC is $21,500 and approximately $9,000 has been spent to date (including conferences). EXITO has agreed to fund $4,000 for conference requests already in the PDAC loop (reviewed last December 4, 2015 (Lucy Snow, Ian Bassett, Nick Garcia et al.) An additional $21,000 will be allocated by EXITO for professional learning projects which have bee3n recommended for funding by Gunder. The funds will be allocated through EXITO and the activities will be discussed by PDAC. Goodin will provide an update during her staff report later on the agenda on additional funds available through the Equity Plan, including the process and identification of a review team. Oleson reported that the All PL (Flex) Convocation feedback is being collected and will be shared with LPG next week and with PDAC at the next meeting. While there was varying feedback on the speakers, many of the comments focused on the length of the day, too many speakers, and a lack of sticking to the times on the agenda. Everyone reported enjoying the Campus Innovations portion of the day and discussions are being held at DW-PD and with the campuses to follow-up on a “workshop roadshow” highlighting the campus innovations. Goodin and Oleson are working on a District committee that is following up on the Convocation. The possibility of a related focused Flex in the fall has been discussed. Goodin reported that she and Oleson are working on an Adobe Forms survey to poll the campus about their recurring annual conference funding needs. Once the data is collected and reviewed, a possible request for an increase to base funding may be established. Updates will be provided to PDAC as the project moves forward. It was suggested that a question; “Are there other leadership opportunities you want to attend?” should be added to the survey. Conference Review Chair Sanchez reported on the subcommittee’s recommendation for funding for January. Nick Garcia, Hugo Carbajal, and Eric Sanchez have submitted a request to attend and present at the Kennedy Center in Ellensburg, WA on February 15-22, 2015. This is an example of a recurring conference need each year. EXITO (Armendariz) has agreed to fund $4,500 for this request if PDAC supports the request. ***Co-choir Oleson called for a Motion to approve the recommended funding of the Garcia/Carbajal/Sanchez proposal by EXITO. Christine Park made a motion to approve the recommendation and Dave Belman seconded the motion. All were in favor and the motion was approved.*** *(It was noted that the reimbursements will come to the Office of College Advancement first for tracking, and then be forwarded to the EXITO office for processing and forwarding to the Business Office for payment.* Goodin reported on additional conference funding now available through the EXITO grant which ends September 30, 2015. Rosa Armendariz, the EXITO grant director, has agreed to fund previously approved PDAC-funded conferences including Ryan Pedersen and Matt Stricker (StemTech), Ian Bassett and Lucy Snow (Ceramic Arts Conf.), Marie Arcidiacono (Communication Assoc.), Matt Stricker and Jill DeStefano, (ICTCM Conf.), and Nick Garcia/Eric Sanchez/Hugo Carbajal previously approved above. The approved funding to date from EXITO is $11,610.64. This allocation will free up PDAC Conference budget funds for additional conference allocations. The Equity Plan will provide funding for the previously approved conference attended by Stacy Miller in November, 2014 to the NCTE Convention in Washington, D.D. for $1,166.Goodin reported that the Equity Plan has budgeted $7,500 for attendance at the A2Mend conference. A2Mend is an annual conference that focuses on the success of African American males. In addition to faculty and staff already attending the conference, Jeffrey Benford will chaperone 3-4 LMC students at the conference. Campus-wide emails will be sent inviting employees to attend. Goodin and Belman are developing the criteria and expectations for the attendees. Belman asked if there is another management representative for IDEA. It was recommended that Cullar (Classified), Armendariz OR Jones, and Belman could be the representatives. **C*o-Chair Oleson call for a Motion to approve the overlapping representation of PDAC and IDEA representatives on the “Equity Design Team”. Dave Belman made a motion and Eric Sanchez seconded the Motion. All were in favor and the Motion was approved.*** Goodin and Sanchez reported that there was not sufficient time during the fall, 2014 semester end to follow up on share-outs. The subcommittee will be reviewing the information in the spring, 2015 semester. Co-chairs Goodin and Oleson reported on the Governor’s budget recommendations made in January, 2015 for state funding for PD of approximately $25,000,000 to California Community Colleges. In order to receive this funding, a PD plan will be required. Mandatory PD (Flex) days for Classified staff and Managers will be required in the plan. Oleson reported that she met with a new team of employees who have indicated an interest in coming together to roll out health and wellness for the semester. They are Kristin Freeman, Career Counselor; Maria Arcidiacono, Communications Faculty/Debate Coach; and Courtney Diputado, Ed Tech Coordinator/Trainer. All of the new Co-Chairs have fitness backgrounds as trainers, fitness instructors, nutritionists, etc. Each will be bringing proposals to the February PDAC meeting for the funding of new activities for spring, 2015. Copies of the PDAC Compensation policy was reviewed, and the need for work plans and time/effort reports discussed. Goodin will follow up with the Business Office on payment to these individuals since two of them are adjuncts. Courtney will make arrangements with her manager about time spent on health and wellness. Goodin shared a chart noting participation of PDAC members on other campus committees. PDAC members filled in identified gaps. There are a few gaps on PDAC reps on campus-wide committees. It was suggested that a committee cross walk chart be created. It was suggested that as PDAC members hear of PD needs or discussions on other committees, they should send agenda items to Co-Chairs Goodin and Oleson for inclusion so PDAC can vet issues as they arise. Part of the PD Plan should include information about how committees will interact with other committees. Diputado reported that she presented three Flex workshops including a brief presentation at the New Faculty Orientation and a workshop on D2L-Gradebook (the best-attended). A member reported that the evaluations on the D2L presentation at the Faculty Orientation workshop were awesome. Courtney has been meeting with 1-2 faculty per day since Flex week and has had multiple inquiries about taking an on-line class. She would like to create an on-line training module on How to Teach by an Instructional Designer and another class for all employees on Office 365. Oleson reported that she has begun organizing the New Employee Orientation Lunch with the college president’s office to be held from 2-3 p.m. prior to the March 2 Monday meeting. The college president has tentatively scheduled an Introduction to All New Employees (hired since Fall, 2014 Opening Day) at the same Monday, March 2 meeting during the first 30 minutes. In spring, 2014, new employees were introduced at the Appreciation week luncheon coordinated by a group of interested individuals who became the planning team led by Mary, Paula, Teresa, Christina, Angela, Nicole, and Kathy C. Discussions were held prior to planning the event about why a non-employee group needed to host the event, rather than an employee group. PDAC members asked that Mary ask the college president to put a call out to the campus to find interested individuals to coordinate the event in spring, 2015. Gunder reported that she has been working during her 50% reassigned time for 2014-15 as PD Learning Facilitator to complete her deliverables as designed with Goodin. She distributed and reviewed a document which outlined her PL recommendations which came as a result of her fall, 2014 investigation of teaching and learning needs. Gunder also provided copies of an early draft of a PD plan *Possible Sections of a Professional Learning, Development and Advancement Program Plan/Guiding Document (attached).* She also shared the document *Possible PLDA Programmatic Structural Frame and Possible PLDA Areas, Activities and Opportunities (attached).* Paula has shared more in-depth information in her deliverables report to Goodin which includes research and resources in each of the identified areas. Gunder commented that there needs to be a college commitment of resources to move forward with the plan. Armendariz added that a component of the EXITO grant has is dedicated to professional development She would like to meet with Paula and Ruth to have a discussion about how EXITO can support this work beyond its initial resource commitment. Hannum requested that she be kept in the loop when funding resources are needed.Goodin reported on the plans underway for the college-wide allocation of Equity PD funds. Goodin distributed a draft *Professional Development Equity Plan Funds* proposal which bullets plans to develop an Equity PD Advisory Team to provide recommendations on how to spend $85,000 for Equity-focused PD. There was $50,000 for a PD Equity Coordinator but there was not enough time to go through a hiring process for spring, 2015. In addition, there is $35,000 for related activities. The Equity Planning team will: 1) Design a funding form similar to the PDAC Conference Funding request form; 2) using the Equity plan objectives, make recommendations on allocating and spending $85,000 during spring, 2015 (or longer if approved by the state), to the college president; 3) Hire an Equity PD Coordinator to work with the Professional Learning Facilitator on professional development to fulfill the requirements of the Equity Plan. The membership of the Equity PD Fund team may be expanded if those identified on the summary document determine there are people missing from the group. Goodin will present the same proposal to IDEA tomorrow. ***Co-chair Oleson called for a Motion to approve the proposal for a planning team and a process for the allocation of Equity PD funds for spring, 2015. Rosa Armendariz made a Motion to approve the proposal and Kathy Cullar seconded the Motion. All were in favor and the Motion was approved.*** ***Co-chair Oleson called for a Motion to approve the recommended funding of the Garcia/Carbajal/Sanchez proposal described earlier in the meeting by EXITO as well as a Blanket approval for the additional funding from EXITO and the Equity Plan. Christine Park made a motion to approve the recommendation and Dave Belman seconded the motion. All were in favor and the motion was approved.*** *(It was noted that the reimbursements will come to the Office of College Advancement first for tracking, and then be forwarded to the EXITO office for processing and forwarding to the Business Office for payment.*  Next year, there will be a similar budget of $50,000 for a faculty Equity PD Coordinator who would work with the PD Facilitator. The Equity PD team will draft a job description and deliverables.Goodin will also be Co-Chairing the newly revitalized EEO committee, along with Ronke Olatunji. Professional Learning is also part of their committee’s charge. Preliminary plans on opening a professional learning space on the second floor of the library are delayed until fall, 2014 so campus input can be received. A RAP proposal will be submitted to institutionalize the .50. She also reported that the Goals and Objectives for PDAC will be reviewed and worked on and will be included on the February agenda or when completed. Goodin reported on the creation of an updated Professional Development Plan. Paula reviewed the document and further described the recommended sections of the plan. Ruth referenced the PDAC Guiding Document (include link here) *Mission/Operating Guidelines, Professional Development Outcomes* and stated that the best of the past must be carried forward into the plan being developed. She reminded the committee that this is the beginning of a PD plan that will be *required* if the Governor’s budget for professional development is approved. Staff will work on the plan and bring it to PDAC for input. An April 6 Monday Meeting PD Summit is scheduled for campus input regarding PD. PDAC will be asked to help plan for and participate in the event.  | **Review and Approval of Agenda/Roll-over item to February Agenda****Announcements and Roll-over Agenda item to February meeting****Report-out and Roll-over Agenda item to February meeting.****Report-out****Report-out and follow up at a later date****Review recommendations/****Approve recommendatons/****Forward recommendations to College president****Report-out****Approval** **Rollover to future meeting agenda** **Report-out/Follow-up at February meeting****Report-out****Report-out****Report-out****Report-out****Report-out/Follow-up****Report-out/****Approval/Follow-up****Report-outs****Report-out/Follow-up on next Agenda** |