

Professional Development Advisory Committee (PDAC)

MINUTES

December 3, 2015

ATTENDANCE:

Co-Chairs (staff): Ruth Goodin and Mary Oleson. Staff: Janice Townsend,

Voting Members Present: Classified: Kathy Cullar, Eric Sanchez, Shondra West

Faculty: Rosa Armendariz, Erlinda Jones, Janith Norman, Christine Kromer Managers: Michael Becker, Natalie Hannum, Carla Rosas

Absent: Courtney Diputado, Paula Gunder, Staff (excused); Hannah Tatmon, Student Worker (excused)

Receiving Minutes: Morgan Lynn (Equity PD Facilitator/Staff)

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| **CURRENT ITEMS:** | |
| **Item #** | **Topic/Activity** |
| Welcome - Ruth Goodin opened the meeting at 2:10 p.m. | |
| Public Comment There were no Public Comments | |
| Approval of Agenda Christine Kromer made a Motion to Approve the Agenda. Janith Norman seconded the Motion. All were in favor and the Agenda was approved. | |
| Approval of Minutes of the October 22, 2015 Minutes Janith Norman made a Motion to Approve the Minutes of the October 22, 2015 meeting. Christine Kromer seconded the Motion. All were in favor and the Minutes were approved. | |
| PDAC Budget and Task Force/Subcommittee Related Discussions Ruth provided a brief history of how and why the PDAC Subcommittees were formed and how they operated. In previous years, each subcommittee (PDAC Tech, Teaching/Learning, Health and Wellness, Orientation, and Leadership, were allocated equal amounts at the beginning of the year out of the $21,000 District-funded budget and $10,000 was allocated for PDAC conference funding. Funding allocations utilized a request, review, and approval process by PDAC members within in each subcommittee. In previous years, if a subcommittee did not identify specific projects to be funded, their allocation would be transferred for use by a different subcommittee. Requests can be made by PDAC members on behalf of subcommittees to transfer funds from one subcommittee to another. These requests would be reviewed and approved by the full PDAC.  In the last several years, EXITO funding was available for professional development projects that met EXITO criteria and in the last year, additional funding sources have become available from 3SP and Equity. | |
| Ruth presented a budget (see attached) that she and Mary are recommending for PDAC allocations for spring, 2016. In addition, the following “task forces” are recommended to be continued: Health and Wellness, Leadership (including 1) Community of Practice), 2) Classified Senate; New Employee Orientation); Teaching and Learning, and Technology. If any of these groups require transitioning into a subcommittee due to an identified project or longer term need, then they will be formed into subcommittees.  Paula noted that she will need $300 from Leadership for Community of Practice work and will be submitting a PDAC Funding Proposal through the **Teaching and Learning Task Force** allocation.?? Ruth and Mary are recommending that $2,000 be allocated to the Classified Senate to spend on Professional Development for Classified from the Leadership allocation. Applicants need to submit a PDAC Funding proposal with a project outline and budget. Mary will provide them with a funding form.  Ruth will be bringing together the past members of the **PDAC Tech Task Force** (or subgroup) and folks from Distance Ed and Technology Advisory Group (TAG) to address current needs and future planning for technology professional learning. Courtney is currently providing much of the professional development for D2L and in the classroom, however, there are additional campus needs around technology that will be identified and discussed. Budget hand-out Update: The 12/3/15 Budget hand-out was updated to read: Balance: $1,300 as $700 was spent for the OEI Workshop in late Fall.  The PDAC **Health and Wellness Subcommittee** has been active the last five years, with rotating Co-Chairs, and support by PDAC Staff (Mary). The current Chair, Marie Arcidiacono, as an adjunct, requested from PDAC and was given a minimal stipend for the activities she coordinated during spring, 2015 for prep and event supervision. She also submitted health and wellness project proposals for fall, 2015 which included stipends for the time she spent planning the activity and being present at the activity. However, she became a full-time faculty member in fall, 2016, and question arose from PDAC about payment of stipends and the compensation policy in general for all employee groups. In addition, the District recently hired a new Loss Prevention Manager, Herb Lester, who required that we cancel the “Get Fit With It” workshop scheduled for December, 2015, due to liability issues. The workshop was to be hosted by CCSIG, which is the District’s Worker’s Compensation Insurance Group. Ruth reported that LMC’S senior management believes that we should be able to offer these workshops. Mary reported that many activities have previously taken place on campus including Zumba, a 5k walk/run (employee sponsored), numerous workshops and film viewings and discussions, walking groups, and non-PDAC sponsored softball games. It is hoped that using liability wavers will address the issue. There was also concern by the District about a Turkey Trot, sponsored by LMC Brentwood, on Thanksgiving Day. Mary did work with the District at that time to learn that if employee-organizers were present, they should have information and forms for any employee injuries. Kevin Horan did market the event on LMC’s email system. A member suggested a field trip to a Board meeting to express the importance of these activities on campus may be in order.  Mary also indicated that the California Community College Council for Staff and Organizational Development (4C/SD) will be holding its annual conference April 7-8 (Thursday/Friday), 2016 in Claremont, Ca. (Southern Ca.) Ruth mentioned that Classified could apply for CEEP funds. A discussion ensued about the appropriate use of CEEP funds. There is a discrepancy between how the District says they can be used and how LMC says they can be used. Ruth will look into this and report back. Estimated costs are $750 per person. PDAC members who are also on the District-wide PD Committee may be able to request funding from that committee. Ruth will also look into other funding option. It was suggested that Classified apply through CEEP first and then PDAC.  Ruth suggested that PDAC participate in a Retreat surrounding the 2016-17 budget in April.  It was suggested that Mary provide professional development on expense forms and conference funding forms.  **EXITO Funds for PD (Sp16 - Sept16) -** See back side of Budget Handout.  At the end of the meeting, a Motion was called for to approve the recommended Budget (attached) submitted by Ruth and Mary. Rosa Armendariz made a Motion to approve the budget. Christine Kromer seconded the Motion. All were in favor and the Motion was approved. | |
| **Courtney noted that D2L should be changed to LMS.** | |
| Recommendations from PDAC Conference Funding Subcommittee:Marie Arcidiacono: ($1276.98) – We recommend funding Marie Arcidiacono to attend Western States Communication Association Conference in San Diego, CA on February 27-March 1, 2016. Marie will be presenting on two panels, Great Ideas for Teaching Speech (G.I.F.T.S.) and Extracurricular Communication: Activities to Engage Students Beyond the Classroom Walls at the 2016 regional conference.  Attendance at this conference will support Marie in the classroom through seminars focused on integrative pedagogy that promotes equity, and integration of technology in Communication. Marie will be sharing the new information to her colleagues at the next department meeting. The $1276.98 can be used towards cover conference fees, airfare, travel expenses to and from the airport, lodging, and meals not covered by the conference. On behalf of the committee we ask that Marie Arcidiacono provide a written report (see online survey from PD Office - What strategies will be integrated into the classroom? department?) and minutes (written report) from the department meeting share out.  1. Lucy Snow ($1371.33) – We recommend funding Lucy Snow to attend the national Council on Education for Ceramic Arts Conference in Kansas City, MO on March 16 - March 19, 2016. Attendance at this conference will support Lucy in the classroom through seminars focused on STEAM (integration of Art in STEM curriculum), mentoring, multicultural perspectives and research, and integration of new technology in Ceramics. Lucy will be sharing the new information to her colleagues at the next department meeting and will be working with the animation program on the integration of 3-D modeling (computer) and 3-D design (hands-on) curriculum. The $1371.33 can be used towards cover conference fees, airfare, travel expenses to and from the airport, lodging, and meals not covered by the conference. On behalf of the committee we ask that​  Marie Arcidiacono provide a written report (see online survey from PD Office - What strategies will be integrated into the classroom? department?) a copy of the presentation / minutes (written report) from the department meeting share out.  Added per PDAC’s request: Lucy meet and share the information with Danielle Liubicich due to the STEM component of the conference.   Janith Norman made a Motion to approve both recommendations for Arcidiacono and Snow with the added requirement for Snow.  (Lucy shall meet and share the information with Danielle Liubicich due to the STEM component of the conference.) Erlinda Jones seconded the Motion. All were in favor and the Motion was approved. | |
| **Integration of PD Funding Sources -** the PDAC Conference Review Subcommittee met regarding integrating the review process for PDAC, EXITO, Equity and 3SP. A new PDAC Conference Funding form was developed which includes the criteria for each fund. Mary will continue to notify the applicants and will copy the funding team manager who can then add any additional information for the applicant. Conferences funded by PDAC will continue to be submitted to the College President for final review and approval.    **Consent Agenda -** It has been proposed that the PDAC Conference Funding recommendations be included as part of a Consent Agenda in an effort to save time during the meetings. A member expressed concern with including the requests in a Consent Agenda. Others were okay with it as long as the recommendation memos are included with the Agenda sent out.  ***Christine Kromer made a Motion to approve including PDAC Conference Recommendations as part of a Consent Agenda. Mike Becker Seconded the Motion. Eric Sanchez abstained. Janith Norman opposed the Motion. With the majority in favor, the Motion was approved. (It was agreed that if it does not work well, the issue will be revisited).*** | |
| PDAC COMPENSATION POLICY (Attached) - The current compensation policy developed by PDAC and Bruce Cutler in the early days of PDAC is being revisited. An issue arose in fall, 2016, in which a funding proposal for Health and Wellness was submitted and included prep and attendance hours for the faculty member. The faculty member is now full-time, but was part-time when she first served in the role of Health and Wellness chair. The question has risen as to whether people are paid to design or coordinate professional development events or activities. Mary provided a brief history of previous practices. The policy states that if the work is *outside of the faculty member’s regular teaching subject, reasonable prep time can be paid.* PDAC looked at current examples of faculty being paid stipends and others not being paid stipends for work outside of their teaching subjects or duties. Per the current PDAC-generated Compensation policy (2011)“ Managers do not currently receive compensation for this work. Classified may receive overtime for this work with their manager’s approval. PDAC will reimburse this cost per current policy.” Members discussed faculty stipend issues including :   * Limits on hours submitted * When is compensation justified? * Budget limitations * Setting precedent * Ensure transparency * Is the activity outside of Flex week which is already compensated time? * What is professional obligation? When is it over and above your regular duties as a professor? * Specify coordination piece * What are district policies?  A subgroup was formed to include Mary, Ruth and possibly Erlinda and Shondra whose task will be to research and make recommendations to PDAC on policy revisions, if any. | |
| Professional Learning Space - Ruth reported that the space will be opened to the campus community in spring, 2016. The PD team is currently working on the logistics of the space, including furniture placement and its scheduling. | |
| With no further time, the Meeting was adjourned. A meeting of LPG began after a brief break. | |