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

**September 25, 2014 (2:00 - 4:00 p.m.) CO-420. There was no LPG meeting on today’s date.**

# 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:** Eric Sanchez, Art/Drama/Journalism Instructional Assistant; Shondra West, Sr. Administrative Assistant, Office of Instruction

**Faculty present:** Erlinda Jones, Child Development; Janith Norman, Business Faculty; Christine Park, Librarian/LPG Chair

**Managers present:** None

**Students present:** Hannah Tatmon (Minute-Taker)

**Staff present:** Courtney Diputado, Education Technology Trainer; Mary Oleson, Sr. Admin. Assistant/PDAC Co -Chair; Paula Gunder, Faculty Professional Learning Facilitator/ESL

**Guests present during Public Comment:** Alex Sterling, English Faculty

**Absent from today’s meeting:** Rosa Armendariz, HSI/Philosophy (on Leave Fall, 2014); Robin Armour, Admissions Manager; Michael Becker, IT/Media Services Manager; Dave Belman, Dean of Student Services; Ruth Goodin, Office of College Advancement/PDAC Co-Chair; Natalie Hannum, Dean; David Wahl, Manager, CTE; Michael Yeong, ESL Faculty; **Note**: PDAC and LPG meetings may be scheduled on the same days; however, the Agendas will be listed separately. Voting on PDAC will follow Brown Act guidelines. LPG has invited Classified and Student members to join the mandated six (6) faculty members and six (6) manager structures. For LPG, while the UF contract states that Classified and Students do not have an official vote, 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)*** |
|  | **Welcome/Announcements/**  **Approvals of Minutes and Agenda/New Members**  **Public Comment/Announcements**  **New PD Team members**  **Brown Act**  **Budget**  **Student Success Task Force: Professional Development and AB2558**  **PDAC Conference Funding Recommendations**  **Subcommittee Reports**  **New Employee Lunch**  **Our Direction: College Goals/Strategic Directions** | Mary welcomed the group and reviewed the Proposed Meeting Agenda. Minutes of the August 28, 2014 Meeting were approved.  Janith Norman made a motion to approve the Agenda and Minutes and Christine Park seconded the motion. All were in favor and the Minutes and Agenda were accepted and approved.  There was no Public Comment or General Announcements.  Shondra West, Sr. Administrative Assistant, Office of Instruction, was introduced and welcomed to PDAC. Shondra’s official appointment is forthcoming from the Classified Senate at its next meeting. PDAC expressed their appreciation for Shondra joining the committee.  When two new team members were introduced at the August 28 PDAC meeting, they did not have a chance to give an overview of their roles at the meeting. Time was allotted at today’s meeting to hear from Paula Gunder and Courtney Diputado on what they will be doing this semester and year. Paula Gunder gave a brief bio and discussion of her role as a 50% Professional Learning Facilitator and 50% ESL Instructor. She would like to focus on continuing to work on building a culture of professional development at LMC. Paula is sitting on 12 different committees, acting as a professional learning liaison between PDAC and the committees. She mentioned that she and the PD staff team of Courtney, Mary, and Ruth are working with Kevin Horan on creating an innovative professional learning space for all staff on the 2nd floor of the Library. This space will also provide a technical learning space for Courtney to work with faculty on D2L. In addition, Paula would like to facilitate at events, set-up speakers, and look toward a permanent space in the current Cafeteria in 4-5 years.  Courtney Diputado gave a description of her role and function as the new Education Technology Trainer for Staff and Faculty. Her goal is to provide consistent and constant support to faculty to support their use of D2L as a learning management system (LMS) and to provide support for other educational technologies including lecture capture and the research of other technologies. She will be assisting faculty to learn how to teach on-line (fully and hybrid) and will assist in creating flex workshops and possibly a Technology Institute in the summer months. She strives to receive faculty feedback and input, uses survey results from Flex week, and other assessment tools to design future trainings. She is also attending meetings including Distance Education Committee and PDAC, and is working with the PD staff team to design the new professional learning space, which will include a lab for hands-on trainings. Courtney would like to see a “think tank” for new ideas.  The Committee expressed their continued excitement with the addition of the new team members to PDAC.  Mary reported that Ruth and she attended the Brown Act trainings offered by the District here at LMC, along with many other committee members across the campus. PDAC must adhere to Brown Act policies and procedures with timely agenda postings, attendance documentation, quorum guidelines, etc. While many of the guidelines have been informally followed by PDAC, the biggest change will be the need to determine a quorum for decision-making and whether a meeting can progress or not if there is no quorum. If there is no quorum, which is determined as one half of the membership plus one, regular business cannot take place and the meeting must be rescheduled. Agendas must be submitted and posted publicly prior to 72 hours from the start of the meeting. There are many other rules surrounding the Brown Act, and the lawyer who gave the presentation stated, while there are no “Brown Act Police”, it is important that public agencies follow these guidelines. He noted that local government agencies such as city councils, are held very strictly to Brown Act regulations. When asked, the lawyer stated that PDAC’s subcommittees would be considered “Ad-hoc committees” and would therefore, not be required to follow Brown Act regulations. Mary encouraged members to share things they may notice in other campus Brown Act committees that could be incorporated into PDAC’s meeting functions that would assist in compliance. Here is the link to the Brown Act: <http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf>.  Mary presented the “Final” budget for the 2013-2014 year-end. It can be found at the end of these minutes as Attachment A. Mary explained that while the $1,504 for Nexus facilitated by Cindi McGrath for 2013-2014 was budgeted for 2013-2014, the payment request was not received by the Business Office in time to include it in the 2013-2014 budget process; therefore, it will be expensed during the 2014-15 budget year. Mary also noted that the $1,000 allocation budgeted by the PDAC Tech Subcommittee in May, 2014 was requested for expensing in the 2014-2015 budget year since the activity and expenses would be incurred during the 2014-2015 budget year.  Staff reported the addendum to AB2558 was signed by the Governor last week. The plan may bring up to $20M to California Community colleges for all staff and will be allocated based on apportionments. The addendum to the bill focused mainly on the requirement that the funds be used to serve all staff, not just faculty. The money will initially be used to write a plan for implementation of professional development programs at community colleges.  The PDAC Subcommittee recommends the following for Approval of PDAC Funding:   1. Paula Gunder (ESL Instructor), to attend the 2014 Strengthening Student Success Conference: Crossing Boundaries in Costa Mesa, CA, October 8th ‐ 10th, 2014, up to $350.00. PDAC will cover the airfare, mileage, and parking. We ask that Paula report back to PDAC with written communication post LFM and HoM Student Success Collaborative meets. (Minutes will also suffice.) While employees have been asked to stay on campus during the week of accreditation, Paula obtained special clearance to attend this conference and will share the experience with the campus.   2. John Schall (Media Design Specialist), to attend the Bay Area Video Coalition trainings in Video and Motion Graphic trainings in San Francisco, CA, October 9‐10, November 8‐9, 11/15, 2014, up to $1340.80 ((TBD, membership is not covered by PDAC = $55 saves $215 can marketing or John pay this amount?). PDAC has traditionally NOT paid membership fees. PDAC will cover the Conference fees, mileage, misc. bridge tolls. We ask that John report back to PDAC with written communication post-marketing department meeting. (Minutes from the meeting will also suffice.) Mary will ask Barbara Cella, John’s manager, to cover the $55 membership fee.  ***Erlinda made a motion to approve the PDAC Conference Funding subcommittee’s recommendations, and Eric Sanchez seconded the motion to approve same. All were in favor and the motion was approved.***  PDAC Subcommittee reports:  Teaching and Learning - Erlinda will schedule the next meeting about next steps in follow-up to the workshops held with Adjuncts late last spring. Other members include Paula and Ruth. They also viewed a webinar earlier in the month on supporting adjuncts and they plan on continuing to make this a focus on of the subcommittee.  Leadership - Paula reported on behalf of Ruth that the Leadership subcommittee is no longer on “hiatus”!  Looking In-Looking Out - Janith reported that there is a meeting on the following Tuesday to discuss next steps. Christine Park reported that there has been discussion about holding a focused flex on student equity and diversity on-line by LPG and in Academic Senate Meetings. LPG voted to wait until fall, 2015 due to the scheduled Convocation on Innovation scheduled for spring, 2015 professional learning (Flex) week. However, there will be a “Cracking the Code” workshop scheduled for spring, 2015 during Flex week which addresses diversity and is a continuation of the workshop held in fall, 2014 during Flex.  Technology Subcommittee - Mary reported that both she and Ruth have suggested that the TechFari focused flex planning committee be combined with PDAC Tech as a way to bring together a review committee to evaluate campus needs for technology training. This has been the role of the PDAC Tech subcommittee until an Ed Tech Trainer could be hired. LPG identified the need for a focused flex on technology several semesters ago but delayed it for more pressing issues surrounding diversity and safety. LPG determined that fall, 2014 would be good timing with the addition of the hiring of the new Ed Tech Trainer (Courtney) and the rapidly emerging new systems being used on campus such as lynda.com, D2L, Adobe forms, 3CMedia, and flipped classroom concepts. Staff was asked to find folks on campus to lead a planning committee to host a focused flex on innovative technology. TechFari was an event named and led by the focused flex planning committee and Co-Chairs (Kim Wentworth, Christine Park, and Melina Rodriguez). Typically, a focused flex is planned by an established committee or a planning committee is formed to plan a focused flex and then dissolves. Mary (current interim Chair of PDAC Tech) and Ruth are suggesting that the two groups be combined for planning future events and coordinating funding opportunities of related events in the future, including the continuation of workshops featured at TechFari.  Mary reported that the New Employee Luncheon subcommittee needs to meet to schedule a luncheon for the new employees for fall, 2014. The luncheon and tour is usually scheduled towards the end of the employees’ first semester to allow them to settle in and feel comfortable asking questions and chatting! She will schedule a meeting of the group (Eric, Dave Belman, Kathy Cullar) … soon.  Paula gave an overview of the new plans on campus that have professional learning funding, activities, or staffing components. These plans include 3SP (Student Success Support Program) which is still being written and will better support students, it is the old Matriculation program; BSI (Basic Skills Initiative) is being refreshed; Student Equity Plan is being presented at next the next Monday meeting, LMC Strategic Plan, and others. It is important to be familiar with these plans and to discuss ways for PDAC to support and strengthen planned components. Paula explained that the statewide Student Success Task Force is the *umbrella* initiative encompassing the plans and includes issues addressed by the Equity Plan including a) access, b) Basic skills (ESL, English, and Math) c) course completion d) Transfer e) degrees and certificates. Equity was explained as a “lens with which to look more closely at the issues affecting our students and their issues with access”. The committee members shared information and thoughts about issues including disproportionate impacts when looking at data on race, gender, age, socio-economic status, etc. Foster youth and veterans have also been added to the list. The data being used has been provided for financial aid students and there is a need for us to know about non-financial aid student recipients to get a more accurate picture. The campus is working with Greg Stoup, in the District Research office, to get a better picture of the issues being faced on equity and access. In addition, members discussed the differences in the term “access” as it relates to our students.  PDAC Charges - Mary reviewed the SGC Charges for PDAC for 2014-15. She explained that the charges include the *on-going* charges in addition to the *new* charges that were recommended by staff/PDAC members to SGC and approved by SGC as new charges for the upcoming academic year. Members asked for paper copies of the documents for the next meeting when the guiding documents are reviewed in more detail. Mary has sent out the documents and asked committee members to be sure and check the content section of Meeting Invites for documents and to reference the PDAC Guiding Documents webpage located at: <http://www.losmedanos.edu/profdev/docsandlinks.asp>. Paula suggested that a fresh discussion/review of the goals and objectives of the committee and the SGC charges could occur at the next meeting. Erlinda and Mary noted that there is a lot of work annually put into the current year’s SGC charges and the Goals and Objectives for PDAC. Mary added that it was her intention and that of Ruth’s to review the current document with the committee as we move forward with new members. Each new member of PDAC is provided with the documents and previous minutes to read as a way to orient them to the recent work of the committee. Mary stated that it is Ruth’s intention to incorporate a closer review of these documents and the subcommittee structure into the next meeting when she is present. The documents for review will be attached to the next meeting notice for the committee’s review. | **Approval of Agenda and Minutes.**  **Introductions**  **Report-out**  **Report-out**  **Report-out**  **Report-out**  **Make recommendation to President**  **Report-out**  **Report-out and follow-up**  **Report-out/**  **Discussion/Follow-up** |
|  | **MEETING SCHEDULE**  **2014-2015**  **All meetings are in CO-420** | Meeting Dates for 2014-2015 (4th Thursdays, 2-4 p.m.)  ~~August 28, 2014, 2 - 5 p.~~m.  ~~September 25, 2014~~  October 23, 2014  No Meeting November due to holiday  December 4, 2014 (1st Thursday) This will be LPG review day for PL-Flex proposals also  January 22, 2014  February 26, 2014  March 26, 2014  April 23, 2014  May 14, 2014 (2nd Thursday) | **Calendar Meeting Dates** |
|  | **Carry-Overs** | Student Success Task Force Recommendations on PD  Membership review (May, 2015)  Campus and District Surveys (On-going documents for reference) |  |

**ATTACHMENT A:**  **PDAC BUDGET SUMMARY FOR 2013-14 YEAR-END AS OF 9-23-14 GLs**

**REVENUES:**

|  |  |
| --- | --- |
| District | $12,500 |
| LMC | 7,660 |
| **TOTAL** | **$20,160** |

**EXPENSES** (as of 05/13/14)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Budgeted 2013-14** | **Allocated** | **Spent**  (as of 9/23/14) |
| Conferences | $10,000 | $10,016 | 8573 |
| Health and Wellness | 2,032 | 1,225 | 1363 |
| Leadership | 2,032 | 0 | 0 |
| Nexus\*(Nexus fees for 2013-14 to be expensed in 2014-15)  Orientation  Employee Appreciation Week | 2,032 | 1,504  498  2,000 | 61  463  1782 |
| Teaching and Learning (Faculty Network, Adjunct Workshops 5/14) | 2,032 | 609 | 648 |
| Technology \*($1,000 for TechFari to be expensed in 2014-2015) | 2,032 | 0 | 0 |
| Staff Expense Claim (Student Success Conference, Burlingame, 10/13) | 0 | 0 | 204 |
| **TOTAL** | **$20,160** | **15,852** | **13,094** |

**\*$1,000 for Cindy McGrath for Nexus Facilitation was budgeted for 2013-2014 but will not be expensed until the 2014-15 budget year due to the timing of the payment request.**