

Professional Development Advisory Committee (PDAC) MINUTES

Please visit InSite/Committees/PDAC for copies of all PDAC related documents.

January 23, 2014 2:00 – 5:00 p.m.

ATTENDANCE: Classified present: Kathy Cullar, Outreach; Eric Sanchez, Art/Journalism/Drama; Vacant

Faculty present: Rosa Armendariz, EXITO; Erlinda Jones, Child Development; Yongmin Zhu, ESL

Managers present: Robin Armour, Admissions; Michael Becker, IT; Dave Belman, Student Services; Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; A'kilah Moore, Dean, Math and Sciences;

Students present: Hannah Tatmon (Note-taker)

Non-Voting Staff to Committee: Mary Oleson, Admin. Assistant/Professional Development Coordinator/PDAC Co-Chair.

Guests present: Annica Soto, Chair, PDAC H&W Subcommittee; Melina Rodriguez, PDAC Health & Wellness Subcommittee; Alex Sterling, English

Absent from today's meeting: Eric Sanchez, Art/Journalism/Drama; Clint Ryan, Math Faculty/LPG Chair

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.

	<i>Agenda Item</i>	<i>Record of Discussion</i>	<i>Outcome (Report Out, Discussion, Decision/Action)</i>
1	Welcome/Announcements/Approvals of Minutes and Agenda	Mary Oleson welcomed the group and submitted the Proposed Agenda for the Day. Minutes from the 12-5-13 meeting were not available for review but will be posted up to Insite later this week. Yongmin Zhu reported that this is his last meeting due to his conflicting teaching schedule for the semester. He would like to remain on the contact list for the PDAC Teaching and Learning Committee. The Academic Senate will be contacted to request a replacement for Yongmin (which includes a seat on the DW-PD Committee also). Demetria Lawrence has resigned due to other priorities in the District. The Classified Senate will be contacted for a replacement. Demetria will remain on the PDAC Leadership Subcommittee and the Looking In-Looking Out Subcommittee.	Agenda Approved. Minutes will be posted up to InSite. Membership follow-up with Academic Senate and Classified Senate
2	Group Activity	Mary and Ruth led the group through a group activity which included breaking into three (3) groups. The task was to use a piece of cloth (provided) and design a pictorial of what Professional Development would like if it was a bus. The groups had dynamic discussion and shared their art and discussions. Common themes included: Success Express; Students first on the bus; Everyone has a steering wheel; PD starts before LMC, ends after LMC; rear wheel drive; research; confidence; new jobs; projects; individual paths; epic; solo; PD part of job-an expectation; bus stops are activities and opportunities; the bus will pick up assessment results; Ask college for a bigger bus. The cloth pieces will be connected (sewn) together by Ruth and Mary as PDAC Textile art project.	Textile Art Project with Strategic Discussion
3	SGC Charges - Focus for 2014-2015	Ruth reported that new/updated charges have been requested by SGC for Spring, 2014. She will bring the latest copy of PDAC'S Goals and Objectives to the next meeting and indicated that SGC would like up to 3-5 new charges. We need to report on how we are doing on our 12-13 charges and add new things we would like to accomplish (i.e. updated webpages with activities). The committee reviewed a draft of the old charges and recommended new charges and made changes at the meeting. After the charges are made by SGC, measureable objectives will need to be added to the charges. A member suggested that it would be helpful for PDAC and the Office of Instruction to work more closely on PD initiatives to improve programming. In addition, a new charge to hire a .50% time Faculty Coordinator position to be funded by grants, departments, and other funding will be added. Ruth will continue to work on this document and send out a final draft for input. Alex Sterling (guest) commented that LMC really needs a Professional Development Center and a Faculty Development	Discussion Follow-up Input and Report Out

		Coordinator. Mary and Ruth will be making a report to SGC in the near future.	
4	District-wide Professional Development Survey	Mary displayed the results of the Annual survey on the screen and previously emailed the results to members. Due to a lack of agenda time, Mary requested that the subcommittees address the results and make recommendations for addressing identified needs. Ruth suggested that better participation be encouraged next year. Discussion also took place regarding revamping the survey since it always looks the same every year. Mary Oleson commented that she is a member of the DW-PD subcommittee that designs the survey each year and has been unsuccessful in obtaining anything thing but minor changes/additions to the survey. The survey is meant to address all of the campus' needs and when she has requested different or better questions, has been advised that we can do this by local surveying to better meet our needs.	Discussion Action: Follow-up by Subcommittees with recommendations
5	Conference Review Subcommittee	There were no proposals submitted for funding review. The subcommittee will be meeting soon to continue their discussions surrounding improvements to the process. Mary sent out the new forms and procedures to the campus in January based on the most recent changes.	Discussion
6	PDAC SUBCOMMITTEES: Health and Wellness	Annica Soto, Subcommittee Chair and Melina Rodriguez were present to co-present a new concept for employee engagement and well-being. Several interested employees would like to hold a monthly/weekly/bi-monthly informal employee workshop to include crafting as a focus (quilting, crochet, other) with project sharing, informal lessons, pattern sharing, scholarship donation projects, and an opportunity for staff and faculty to share, chat and lunch. PDAC encouraged and supported this project. Melina will proceed with moving this project forward. Melina was also commended for her recent professional development-Flex training workshop on Adobe Central forms.	Discussion Approval
	Leadership	Ruth Goodin, Subcommittee Chair will be arranging a meeting with Tony Jimenez and inviting Bob Kratochvil and Demetria Lawrence to join the meeting. Mr. Jimenez, community advocate and retired Dow Leadership Trainer, has some ideas he would like to discuss regarding leadership training at LMC. The inaugural Leadership Academy members will be invited to take part in the planning of the program for fall.	Report-out
	Teaching and Learning	Erlinda, Ruth and Rosa reported that the subcommittee is meeting on the next day (1-24-14) and will be discussing the following: expansion of its members; adjunct faculty needs; a regular meeting schedule; Nexus Lite update; and a .50 Faculty Development Coordinator position to work with the PD team.	Report-out
	New Employee Lunch and Tour	Mary Oleson reported that the New Employee Orientation planning team (Dave Belman, Eric Sanchez, Kathy Cullar, and Mary) will be meeting soon to discuss the New Employee Orientation Lunch and tour for spring, 2014.	Report-out
	Technology	Kathy Cullar and Mary reported on updates for the District purchase of Lynda.com licenses for all campuses. As details become available on the licenses and details surrounding use of the licenses, the campus will be notified. Mary is the LMC representative on the District planning team for rolling out the program and is working closely with the PDAC Technology subcommittee for input and recommendations.	Report out and follow-up
		Members reported that D2L training is continuing for the semester. Debbie Wilson is the Instructor for the semester and is working closely with the D2L/Distance Ed planning team.	Report-out
	Subcommittee Updates:	Ruth Goodin is currently working on a Technology grant partnership with DVC which is currently in the research and planning stages, including meeting with individual on campus for input. More	

	Technology, continued	information will be shared with the campus as it becomes available.						
	MEETING SCHEDULE 2013-2014 -All Meetings are in L-105	<table border="1"> <tr> <td>Meeting Dates for 2013-2014</td> </tr> <tr> <td>February 27, 2014</td> </tr> <tr> <td>March 27, 2014</td> </tr> <tr> <td>April 24, 2014</td> </tr> <tr> <td>May 22, 2014</td> </tr> </table>	Meeting Dates for 2013-2014	February 27, 2014	March 27, 2014	April 24, 2014	May 22, 2014	
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8	Carry-Overs	Recognition Student Success Task Force Membership review (May, 2014)						