**PROFESSIONAL DEVELOPMENT OVERVIEW**

**FOR NEXUS FACULTY**

September 11, 2017 (3:30 p.m. L-215)

[**DRAFT Mission, Guidelines and Professional Development Program Outcomes**](file:///%5C%5Clmcpitpfs2%5Cshared%24%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CMission%2C%20Values%2C%20PDOs%2C%20Guidelines%5C16-18%20goals%20and%20objectives%20-%20Draft%20for%20vetting%209-8-17.docx)

**Overview of Equity & Inclusion Office.**

* Staffing: Dean, Two .25 PLFs (both open positions in SP18), Equity Plan Coordinator (open positions in FA18), PD Coordinator, General Office Clerk
* PD coordinated throughout department, in both Equity Plan work and in PD in general
* Nexus program oversight

**Committees:**

* PDAC – an SGC committee. Co-chairs: Sabrina Kwist, skwist@losmedanos.edu and Mary Oleson, moleson@losmedanos.edu An additional faculty member is needed on PDAC (currently Erlinda Jones and Josh Bearden).
* Oversees and coordinates PD on campus. Collaborates through its members with other groups on campus to maximize and inform decision-making. Makes funding decisions.
* LPG – UF Contract committee tasked with overseeing the Flex process. Another faculty member is needed on PDAC (Currently Janice, Erlinda and Josh Bearden). We need an LPG Chair. Ideally, Faculty serve on both PDAC and LPG as they meet 4th Thursdays (2-4 and then 4-5). Talk about Focused Flex. Explain how Focused Flex topics are chosen. [Academic Calendar and Flex Obligation](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CAcademic%20Calendar%5C2017-2018%20Academic%20Calendar.docx)
* District-wide PD – We need a DW—PD member. Teaching Academy, Funding decisions, legislation, Flex issues, Annual PD survey.
* <http://www.losmedanos.edu/profdev/>

**Processes:**

Flex: [Flex Information Page 17-18](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CFlex%5CFlex%20Forms%20-%20General%5CFLEX%20Info%20page%20-%20Most%20Recent%5CLMC%20FLEX%20Information%20Page%20for%202017-2018%20as%20of%203-3-17.docx)

* Faculty Agreement Forms. [Faculty Agreement Forms](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CFlex%5CFaculty%20Agreement%20Forms%20and%20Info%5C17-18%5CFull-time%20Faculty%20Flex%20Agreement%20Form%20for%202017-18.doc) State requires individual faculty plans. State requires pre-approval of all flex activities, hence, these sometimes cumbersome processes.
* Call for Flex. Due date: Probably Nov. 6. Review by LPG Nov. 30. Schedule out mid-December. Check schedule and register before departing.
* <https://insite.4cd.edu/workshops/Default.aspx?campus=lmc>

Enroll. Print roster if facilitator. See individual PD.

* Variable Flex request. Reviewed by LPG. [Variable Flex Workshop Request Form](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CFlex%5CFall2017%5CRegular%20Proposals%5CFA17-08%20English%20100S%20Fall%20Flex.pdf)
* [Directions for Variable Flex Workshop Facilitators](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CFlex%5CFlex%20Forms%20-%20General%5CVariable%20FLEX%2C%20Special%20Projects%2C%20Conference%20FLEX%20approval%20forms%5CVariable%20Flex%20-%20Instructions%20for%20Facilitators%20as%20of%207-20-16.docx)
* <http://www.losmedanos.edu/profdev/flexinfo.asp>

Funding:

* PDAC Conference (including Equity, 3SP Review) – [PDAC Funding Review Schedule](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CMission%2C%20Values%2C%20PDOs%2C%20Guidelines%5C16-18%20goals%20and%20objectives%20-%20Draft%20for%20vetting%209-8-17.docx)
* [Sample PDAC Conference Funding Request](file:///%5C%5Clmcpitpfs2%5Cshared%24%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CConference%20Procedures%20and%20Forms%5CBudget%20and%20Funding%20Requests%20by%20Year%5CConference%20Funding%202016-17%5CMarie%20Arcidiacono%5CMarie%20Arcidiacono%20Conference%20Funding%20Request%2011-14-16.pdf)
* Mini-grant Process. [PDAC Mini-grant Process](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CProfessional%20Development%5CProfessional%20Development%20Advisory%20Committee%5CMini-Grant%20Proposals%5CPDAC%20Mini-grant%20Announcement%20for%202017-2018.pdf)
* Distinguish between Equity mini-grant and PDAC mini-grant. [Equity Mini-grant](file:///L%3A%5CEquity%20and%20Inclusion%20Office%5CDepartment%5CEQUITY%20AND%20INCLUSION%5CMini-Grant%20FA17-SP18%5CSEP-%20IMPACT%20Equity%20Grants%20%20Now%20accepting%20applications%20for%20Fall%202017%20.msg)