L**ocal Planning Group**

**Notes from April 28, 2016 Meeting (CO-420) 3:00 p.m.**

**Attendance:** Voting Members Present: Chair (Substituting for Christine Kromer) Paula Gunder (F), Mike Becker (M), Ruth Goodin (M), Erlinda Jones (F) , Carla Rosas (M), Janice Townsend (F), Dave Wahl (M) **Absent:**  Rosa Armendariz (F), Robin Armour (M), Erlinda Jones (F), Natalie Hannum (Manager);Dave Wahl (M) Others Present: Eric Sanchez (C), Shondra West (C),

Mary Oleson (C), Paula Gunder (F) Hannah Tatmon, Classified Hourly-Student (C)

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| Topic/Activity |
| 1. **Welcome and Review Agenda**

Paula Gunder, Substitute Chair, (for Christine Kromer) opened the meeting at 3:00 p.m. *The Agenda for the meeting was submitted for approval with the addition of another Variable Flex proposal for review (SP16-91). Janice Townsend made a motion to approve the Agenda. Ruth seconded the Motion. All were in favor and the Agenda was accepted and approved.*1. **Review and Approval of Minutes 2-25-16 and 3-31-16 -** J*anice Townsend made a motion to approve the Minutes of the 2-25-16 and 3-31-16 Minutes. Ruth seconded the Motion. All were in favor (Mike Becker abstained) and the Minutes were accepted and approved.*
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| 1. **Review of Variable Flex Proposals for SP16**
* STEM Symposium Judging Poster Session (Capes) and STEM Symposium Judging Presentation (Capes) -
* Deeper Metacognitive Learning in STEM (Hobbs)
* SIM Man Training (2 days) (Goldfarb)
* Licensed Vocational Teacher Improvement/Faculty Meeting (Hawkes)
* Planning for PSLO Assessment 2016-17 (Brianna McCarthy and Morgan Lynn)

*Janice Townsend made a Motion to approve the proposals. Carla Rosas seconded the Motion. All were in favor and the Motion was approved.*Blanket Approvals for Fall (Diputado, Chapman, Clarke). Request that Teresea Archaga submit a blanket variable request for any Starfish/Retention Alert workshops for the 2016-17 academic year. - The members present agreed to schedule the first meeting in fall (Oleson)on August 25, 4 - 5 p.m. and to add the review of the blanket requests to the agenda.  |
| 1. **LPG Chair Discussion -**  At the March meeting, Ruth submitted a job description for the Professional Learning Facilitator (PLF) which included the role of LPG Chair. Mary reminded the committee that the LPG Chair may need to be appointed by the Academic Senate as the members of LPG are appointed by the Senate. If and when the new PLF is hired, a discussion can take place between PDAC and the Academic Senate on whether the part-time PLF can serve in the role of LPG Chair.
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| 1. **All College Day and Classified Professional Staff -** Ruth reported that the program will probably be around 1.5 to 2 hours. President Bob is talking with the managers about coordinating department scheduling so that Classified can attend.
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| 1. **Focused Flex -** Ruth reported that a small group (Erlinda, Christina, Janice, and Mary) got together and discussed possible themes for Focused Flex. “Community-building” was the chosen topic by the majority of the group. A call for volunteers was sent out with only a couple of takers to help plan the day. Barbara Cella was added to the group. Some of the thoughts were activities around food preparation (health dept. issues), lip syncing vs. talent show (talent show was ruled out) , and getting recommendations from Veronica Neal and others for the activities for the day.
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| 1. **Use of Rooms in Library during Flex week -** Ruth reported that the Librarians and staff will be at DVC during Flex week and no conference rooms or classrooms can be used during FA16 flex week as no one will be around to open and close doors.

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| 1. **Meeting Adjournment**

The meeting was adjourned at 5:05 p.m.  |