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

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

September 26, 2013 2:00 – 3:30 p.m. (LPG followed from 3:30 to 5:00 p.m.)

**ATTENDANCE: Classified present:** Demetria Lawrence, Student Life; Eric Sanchez, Journalism/Drama/Art.

**Faculty present:** Rosa Armendariz; Clint Ryan, Math.

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; A’kilah Moore, Dean, Math and Sciences; Dave Wahl (LPG), Manager

**Students present:** None

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

**Guests present:** Kasey Gardner, Communications Faculty

**Absent from today’s meeting:** Michael Becker, IT Manager; Dave Belman, Interim Dean, Student Success; Kathy Cullar, Outreach; Erlinda Jones, Faculty, Child Development.

# **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.

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|  | ***Agenda Item*** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1 | **Welcome/Announcements/Introductions**  **SGC Charges**  **District-wide Professional Development Survey Request for Suggested Input** | Mary Oleson welcomed the group and submitted the Proposed Agenda for the Day. Minutes from the August 29 meeting are posted on InSite and are available for review. They will be voted on at the October 24 meeting.  Dave Wahl, Manager, and newest LPG member was present for the PDAC meeting and was introduced!  SGC has requested that Professional Development renew their charges for 2013-2014. While the request was not timely to add as an Agenda item, it was discussed during Announcements. Ruth and Mary will bring draft charges to the October PDAC meeting for approval to submit to SGC at their November meeting.  Mary will be working with the DW-PD subcommittee responsible for revising the annual survey questions. If you have any suggested input that is cross-campus appropriate for inclusion in the survey, please let her know. It was noted that “website development” (i.e. Contribute) training will be added to the Technology section. | Welcome  Approve Agenda  Report-out/Discussion/  Follow-up at October meeting with Draft  Report out and request for input. |
| 2 | **PDAC Budget for 2013-2014** | Ruth Goodin presented and reviewed the Proposed Budget for PDAC for 2013-2014. It was noted that one subcommittee may spend less than the allocated amount of $2,032 and another may submit funding proposals over their budgeted amount if it is determined that there is a specific need and funding is available from another subcommittee. In this case, a budget adjustment would be presented to PDAC for review and approval  **PDAC members present voted to approve the budget for 2013-2014 as submitted. All present were in favor. A copy will be posted to the InSite Committee site.** | Reviewed and approved Budget. |
| 3 | **Conference Review Subcommittee Recommendations**  **Conference Review Subcommittee Report-out on Policies and Procedures**  **Conference Review Subcommittee Report-out on Policies and Procedures, continued** | Eric Sanchez, Subcommittee Chair, reported on the Conference Subcommittee’s recommendations for September. Kasey Gardner was in attendance for the discussion at today’s meeting. Kasey Gardner submitted a request on Feb. 25, 2013 to attend the Amazing Meeting in Las Vegas, July, 2013. This request was originally recommended for denial in April, 2013 and the college president concurred with the recommendation. Kasey returned to the May 23 meeting to provide feedback on the decision. The request was forwarded to the Review Committee again in June by Mary Oleson--there was no follow-up by the committee over the summer. The subcommittee met again in September to discuss the request and after further review and discussion, decided to amend their recommendation regarding Kasey’s request – from denial to funding $486.35 - based upon new guidelines being recommended at this meeting. Subcommittee members were able to identify a significant tie to professional development based on additional information provided by Kasey and the review of a past approved request for the same conference that was not was not as clearly evident with the current funding request. Rosa Armendariz reported that guidelines, including rubrics and criteria for funding decisions, are being updated and, after approval of PDAC, will be shared with the campus in the near future. Kasey did attend the conference in July at his own expense and some of the fees were waived including the registration fee.  ***There was consensus among the PDAC members present that Kasey Gardner’s request for conference funding reimbursement of $486.35 is approved retroactively for his July, 2013 attendance at the Amazing Meeting in Las Vegas, Nevada.***  **Marie Arcidiacono’s** request for funding to present and attend the 99th Annual National Communication Association Conference in Washington, D.C. Nov.21-24, 2013 was reviewed and discussed.  The Funding subcommittee recommended approval of the request for $1,300.00 for conference fees, lodging, airfare, meals not covered by the conference, and miscellaneous travel (shuttle, taxi, etc.). Marie will be asked to change her title location as a presenter from “Contra Costa College” to “Los Medanos College” and to report back to the faculty about the conference at the next mass Communication/Speech program meeting at LMC. Reimbursement should be submitted within 30 days of her return from the conference and a conference evaluation sent to the attendee should be completed upon receipt  **There was general consensus among the PDAC members present that the recommendation from the subcommittee is approved as submitted.**  Rosa Armendariz, a member of the Conference Funding subcommittee, and Chairman Sanchez distributed copies of the attached documents recently created by the subcommittee:   1. Conference Funding Guidelines 2013-2014 (Draft). Add “complete” to “Funds may be requested by a “complete” written application. 2. PDAC Assessment 3-27-13 Policy vs. Procedure 3. Funding Rubric (Draft). Rosa indicated this is more of a guide rather than an “end all be all” document. Insufficient proposals may receive comments/suggestions that would be required to be returned by a certain date.   Change: Remove “Meets Deadline” because NO LATE PROPOSALS WILL BE REVIEWED.  A committee member questioned whether appeals would be allowed. The subcommittee agreed to have a conversation about this and make a recommendation on whether appeals will be allowed.  Mary Oleson, staff member, stated that the college president provides final approval on the funding requests and that this should be considered in designing an appeal process. The subcommittee may not want to formally include language about an “appeal process” on the application documents. Mary requested the subcommittee’s assistance in the integration of the current Memo of Instructions and Conference Funding Application form with the newly created drafts of the Funding Guidelines and Rubric to ensure the documents are aligned correctly. The subcommittee indicated the merging of the documents can be an operational function. Ruth Goodin will create a draft of the Memo of Instructions and Funding form based on the new guidelines and bring it to the October meeting for review. The rubric will be used as an internal document only.  ***There was a consensus among the PDAC members present that the documents submitted for review today with noted changes are approved.*** Change: Remove “Meets Deadline” because NO LATE PROPOSALS WILL BE REVIEWED. Conference Funding Guidelines 2013-2014 (Draft). Add “complete” to “Funds may be requested by a “complete” written application. | Discussion/Review  Recommendation Approved  Recommendation Approved  Report-out by Subcommittee  Discussion/Changes Suggested  Follow-up by Subcommittee Requested  Ruth Goodin will follow up with creating a draft of the merged documents and bring to the October 24 meeting  Approval of Recommendations |
| 4 | **Subcommittee Updates and Funding Proposals** | **Leadership -** Ruth Goodin and Demetria Lawrence reported out on planning taking place for the next LMC Leadership Academy. They met today and discussed possible membership of the planning group including past Academy graduates as well as the college president and outside community contacts (e.g. David Frasier and Tony Jimenez). They will meet again with the college president in November to begin planning the application process which will take place in spring, 2014 for the fall, 2014 Academy. The subcommittee team members discussed challenges of the first academy (e.g. pre-selected project) and identified (3) goals: 1) What does leadership on campus look like. 2) Career advancement and personal mentorships, Leadership in general. It was suggested that each participant would have a mentor with projects embedded within each mentoring partnership.  **Teaching and Learning -** Ruth Goodin reported (in Erlinda’s absence) on the subcommittee’s current activity. Mark Lewis has submitted a Proposal Funding Request for a Faculty Collaborative of K-12, however, it does not include a Dean’s signature of approval. Mark Lewis had intended to meet with the Dean but was ill and the proposal was not reviewed. Dean Moore indicated that she can review the proposal today and report back to the subcommittee when she approves it to move forward for review. The project would include seminar presentations by faculty at Dozier-Libby Medical High School in Antioch with a goal of fostering connections between LMC Faculty and local K-12 faculty, increasing LMC faculty appreciation for the innovative pedagogy and programs being developed at local K-12 schools, and to expose LMC faculty to innovative teaching ideas that have already been implemented at these schools. The request is to provide a $500 stipend for two Dozier-Libby High School faculty ($250 each). It was noted that a similar request was denied last year because the sharing of information was going from the college to the high school faculty; in this more favorable request, LMC faculty receive the training and the outside faculty receive the payment.  ***PDAC members present agreed to recommend approval of $200 per Dozier-Libby faculty (2x$200=$400) member plus food expense of $100 for a total cost of $500. It was requested that the request come back for formal approval after the Dean signs and approves the request. A proposed Agenda should be included with the request and the scope of the trainings clearly defined.*** | Report out with updates at future meeting. |
|  | **Subcommittee Updates and Funding Proposals, Continued** | **Health and Wellness -** Mary Oleson reported that the PDAC Health and Wellness Subcommittee is gearing up for the CCSIG “Trekking Across America” activity led by Chair Annica Soto. In addition, planning and “labor days” continue on the Employee Veggie Garden.  **New Employee Orientation -** A subcommittee of Dave Belman, Eric Sanchez, Kathy Cullar, and Mary Oleson will meet to plan a fall New Employee Orientation Luncheon with the President. This is an additional activity to the Nexus Lite activity for new Faculty.  **Technology -** Mary Oleson (in Michael Becker’s absence) reported that the focus across the campus is on D2L training for faculty in preparation for the transition to D2L in spring, 2014. Kim Wentworth and Clayton Smith are currently co-chairing the Distance Ed Committee and Kim is also coordinating the D2l training on campus to ensure that all faculty receive adequate training. |  |
| 6 | **Update on Staffing for Professional Development** | The Office of College Advancement continues to oversee Professional Development on campus with staffing by Ruth Goodin (Manager) and Mary Oleson (Classified Professional Development Coordinator). The Plan submitted to SGC in May, 2009 was created by the Professional Development Advisory Task Force (now PDAC) and included Faculty Development Coordinators who would be funded through stipends. The RAP process has approved the Classified position in past funding cycles but has been deferred due to budget cuts. The President’s Cabinet is currently looking at a Title V Coop Grant (with DVC) that would include additional staffing around Distance Ed and Technology if received. | Report out |
| 7 | **OTHER BUSINESS** | Staff will continue to monitor the Student Success Task Force recommendations and legislation relative to Professional Development and will report any updates. |  |
| 8 | **MEETING SCHEDULE**  **2013-2014 -All Meetings are in L-105** | Meeting Dates for 2013-2014   |  | | --- | | October 24 | | December 5 | | January 23, 2014 | | February 27, 2014 | | March 27, 2014 | | April 24, 2014 | | May 22, 2014 | |  |
| 7 | **Carry-Overs** | Recognition  Student Success Task Force  Membership review (May, 2014) |  |