**Professional Development Advisory Committee (PDAC)**

**September 22, 2016**

**CO-420**

**Unofficial Meeting Notes due to Lack of Quorum**

Present: Mike Becker, Kristin Conner, Erlinda Jones, Margaret Kenrick, Eric Sanchez

Staff present: Ruth Goodin, Co-chair, Mary Oleson, Co-Chair, Courtney Diputado, Hannah Tatmon, Janice Townsend

Absent: Carla Rosas, Tess Caldwell (Staff), Natasha Garcia, Student, Shondra West

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| **Topic/Activity** | **Information/Discussion/**  **Action/ Follow-up** |
| 1. Welcome: Mary welcomed the members present and self-introductions were made to welcome new members Kristin Conner (Manager-Director of Transfer and Career Services) who is replacing Natalie Hannum; and Margaret Kenrick (Faculty Representative pending Academic Senate approval) 2. Approval of Agenda: Mary noted that there was not a quorum present therefore the Agenda could not be approved and no official business can be conducted. | Welcome/Quorum Check |
| 1. Membership Openings: Committee members continue to do follow-up with potential new members. Ruth and Mary offered to do an orientation for new members to bring them up to speed on PD history and future goals. 2. Announcements: Mary distributed copies of the *Passport to Understanding: An Opportunity to develop a campus-wide perspective* project developed by one of the 4CDLI teams (Suzette Handy, Rene’ Sporer, and Brian Williams). The project is being considered for funding by DW-PD and the members of the team are expected to present at the DW-PD meeting in October on their project which focuses on ways to address “silos of knowledge” and increase cross-disciplinary understanding; strengthen relationships within the campus community; build collegiality, teamwork, and morale; provide a toolkit to increase institutional expertise and effectiveness. 3. TLC has requested a representative from PDAC as they had one in the past. It was determined that there is no representative available. Ruth will contact Scott Hubbard, the Chair, and let him know that the Office of Equity and Advancement, along with PDAC and LPG, are available to support any professional development needs that may arise from the TLC committee. 4. Budget - A copy of the PDAC budget current as of 9/10/16 was distributed. The total budget of $21,160 was approved at the August meeting. Ruth noted that no money allocated for professional development can be used for equipment purchases. 5. Mini-grant Process - Ruth gave an historical overview of the PDAC sub-committees and how the budget was allocated. The total budget was $21,160, with $10,000 allocated for conferences and the balances being divided between the five subcommittees. At the August PDAC meeting, it was decided for the 2016-17 budget that $14,000 will be allocated for conferences, $160 for miscellaneous supplies, and the balance will be distributed through a mini-grant process. Mary shared a Draft of the new on-line PDAC Mini-grant Process Wufoo form and Instructions, using parts of the current PDAC Resource Request form. Comments on the form included: 1) State on the form that it should not be used to request conference funding (add link to conference funding form) and modify the deadlines to indicate proposals are due on the 3rd Mondays and will be reviewed by the PDAC (Conference) Funding Review committee on the 3rd Wednesdays. One request per person per year will be approved. While the cap for each mini-grant will be $1,000, if the funds have not been allocated by January, 2017, a new funding cap will be considered. In addition to reviewing conference proposals, the current Conference Review team will expand its purview to include reviewing mini-grant proposals and making recommendations to the full PDAC. If there are equity-focused requests submitted, they will be referred to and reviewed by the equity professional development team. The need for a funding rubric was stated. Mary and Ruth will create a rubric based on the PDAC Conference funding rubric. Janice and Kristin agreed to review the rubric by email. | **There was no Quorum so this was an informal meeting only.** |
| 1. **Conference Funding Recommendations (No Quorum) The PDAC Conference Review Subcommittee (including Equity and 3SP) met and forwarded their recommendations to PDAC.**     * + 1. **Kasey Gardner:**       **It is not recommended that PDAC fund Kasey Gardner to attend the Net Impact 2016.** The application does not clearly connect the conference to the work performed at Los Medanos College. The report out upon return from the conference refers to department meetings only when in the proposal there are references to outcomes that involve college-wide planning and operational governance strategies. It is also unclear how attendance at Net Impact 2016 will support student success at Los Medanos College.           Total Cost Requested: $937.25          Net Impact 2016 – Philadelphia, PA          November 3 – 5th, 2016   1. **Lakita Long:**           **It is recommended that PDAC forwards Lakita Long’s application to SSSP Professional Development.** The subcommittee found Lakita Long's application to be a worthy cause for professional development. The attendance and activities related to the ASCCC Academic Academy October Institute appear to be closely related to SSSP efforts for collaboration with Deer Valley High School. Carla Rosas has confirmed that SSSP will be able to support this conference request.          Total Cost Requested: $700.00          ASCCC Academic Academy October Institute– Costa Mesa, CA  October 7-8th, 2016  PDAC: The request is pending the manager’s approval (Benford). Ruth and Eric will follow up. (Funding via 3SP was approved by Carla Rosas.)  3. **Julio Guerrero-Gonzalez:**          **It is recommended that PDAC forwards Julio Guerrero-Gonzalez’s application to Equity Professional Development.** The subcommittee found Julio's application to be a worthy cause for professional development. The attendance and activities related to The National Diversity in STEM Conference are to be closely related to LMC’S efforts around equity to increase access and success rates for the Chicano/Hispanic/Latino and Native American populations currently on campus. At the 9/22/16 PDAC meeting, Janice Townsend had confirmed that Equity funds would be available up to $1500.00          Total Cost Requested: $2015.00  A Total Amount Approved: $1500.00           The National Diversity in STEM Conference– Long Beach, CA  October 12-16th, 2016. No Mesa/STEM funds are available. (Funding via Equity was approved by Janice Townsend).  It was suggested that Ruth and/or Eric and Mary do a presentation at President’s Council on the steps required for Conference funding requests and approvals. |  |
| 1. **Strategic Plan (Hand-out: Mission, Guidelines and Professional Development Program Outcomes, Approved May 2013) -** Ruth would like to complete the Strategic Plan before she leaves in December. Parts of the plan should include an overview/introduction to PDAC, history of PDAC, and the standards for PD. Ruth asked everyone to read the Mission and ask themselves “what would the results be” if we accomplished the stated Mission. We want to state long-term outcomes. Ruth asked that everyone read the five goals and related objectives and ask themselves if they are still relevant and are there others that should be added. The Operational Guidelines will become the Standards. Examples of the results of accomplishing our goals might be: 1) retention, 2) advancement, 3) engagement, 4) feeling valued and respected, and 4) feeling competent, 5) communications are effective. Ruth will continue to work on the plan in October and will have something for the October 27 meeting. |  |
| 1. **Letter from PDAC and Classified re: Classified Professional Development -** Janice gave a brief history of the letter which was drafted by her and another PDAC member after hearing input about the needs of Classified at several workshops for Classified last semester. The letter outlined the need and possible steps that could be taken to accomplish an institutional shift in providing time for the professional development needs of Classified. The first draft of the letter went to Classified last spring and returned to PDAC with requested revisions. The revisions were made and it went back to Classified this month. At that meeting, Classified drafted a thank you letter to PDAC which thanked PDAC for its efforts but requested that the letter should only come from PDAC. There was not a consensus of support in sending the letter from Classified, although many were in support of the request made in the letter. The conversation about the need for time every Friday for professional development from 3-5 p.m. continues. It was also acknowledged in the letter and by Classified Senate that it was appreciated that the College President closed Student Services during All College Day in August to enable all Classified to attend. It was suggested by PDAC members that the letter be sent to IDEA for input. Margaret also volunteered to review the letter along with the MOU from Classified. |  |
| 1. **Institutional Effectiveness Partnership Initiative (IEPI) -** Ruth reported that the Office of Equity and Advancement received a letter on September5 from the State Chancellor’s office directed towards professional development at California community colleges. The letter announced a system-wide leadership grant opportunity for $50,000 for coordinated leadership development with two options; 1) create a new program, or 2) expand a current program. The application has a very short turn-around time and is due September 30. The LMC cabinet was hesitant to proceed with an application because there is no cabinet member (manager) available to supervise a project (after Ruth leaves in December); However, President Kratochvil and Vice President Horan have approved moving forward with a grant application submitted by Ruth and written by Janice Townsend and Tess Caldwell. An application will be submitted for Equity Core Team trainings to identify inequitable practices across campus. Funding from the Equity plan is decreasing and a grant for this work would continue to move this work forward. Other activities would include a two-day possibly offsite retreat for managers to complement the Equity Core team work and a Nexus program for Classified staff. If received, this funding could provide an opportunity for the Classified Senate to invite motivational speaker Tom Brown to come to campus, who they identified last spring semester. All of the groups would be brought together for combined leadership training. The event would be open to everyone but the topic would be developed by Classified Senate. All of the activities would culminate with a Gala Event with Veronica Neal. The funding would be available through December, 2017. |  |
| 1. **Society for College and University Planning (SCUP) -** Mary provided information on the SCUP Integrated Planning Institute training which was briefly discussed at Planning Committee in September and also at the District-wide Prof. Development Committee (DW-PD) meeting in May. Members of DW-PD had requested that the District consider offering the training district-wide, however, over the summer DVC proceeded with a contract with SCUP for a December, 2016 event for 30+ DVC staff and faculty. Ruth has discussed the training with President Kratochvil (Planning Chair) and he would like to offer it here at LMC. Mary requested that $12,000 be set aside in the DW-PD budget for SCUP training which would be available for training spots for LMC, CCC, and a few for DVC. DW-PD approved setting aside $12,000 for this training with the understanding that if LMC does not schedule a training by January, 2017, the money may be reallocated for another purpose. President Kratochvil would like the new Dean for Institutional Research and Planning to coordinate the SCUP training and contract for LMC. |  |
| 1. **Staff Reports:**   **Courtney Diputado -** reported that she has been working on training faculty on Canvas. She also attended the district-wide meeting at DVC on strategic planning for distance education. A common request at the session was requests for more professional development for on-line instructors. The District sent out an email with a video from the session, along with data and a link to a survey to collect more feedback.  **Ruth Goodin -** stated that she would like to do an Open House in L-215 if other PDAC members are interested, please let her know. |  |
| The informal information meeting ended at 4:05 p.m. |  |
| Future meetings: October 27, December 1. |  |