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

**December 4, 2014 (2:00 - 3:00 p.m.) CO-420**

# Please visit the Professional Development Web page for copies of Guiding Documents: <http://www.losmedanos.edu/profdev/docsandlinks.asp> and Committee documents: <http://www.losmedanos.edu/profdev/>

**ATTENDANCE:**

**Classified present:** Kathy Cullar, Outreach; Eric Sanchez, Art/Drama/Journalism Instructional Assistant; Shondra West, Sr. Administrative Assistant, Office of Instruction

**Faculty present:** Erlinda Jones, Child Development; Janith Norman, Business; Christine Park, Librarian/LPG Chair

**Managers present:** Dave Belman, Dean of Student Services; Natalie Hannum, Dean;

**Students present:** None

**Staff present:** Courtney Diputado, Education Technology Trainer; Ruth Goodin, Manager/PDAC Co-Chair; Mary Oleson, Sr. Admin. Assistant/PDAC Co -Chair

**Guests present:** None

**Absent from today’s meeting:** Rosa Armendariz, HSI/Philosophy (on Leave Fall, 2014); Michael Becker, IT/Media Services Manager; Business Faculty; Paula Gunder, Staff.

PDAC follows Brown Act guidelines.

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|  | **Agenda Item** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1  2  **3**  **4**  **5** | **Welcome/Announcements/**  **Approvals of Minutes and Agenda**  **Review and Approval of October 23, 2014 Minutes**  **Public Comment/General Announcements**  **Membership Changes**  **General Announcements**  **Conference Review Subcommittee**  **AB2558 and PD Summit on State-wide PD Clearinghouse**  **Continue Review of SGC Charges to PDAC**  **PDAC and Campus Committees Bi-directional communication and representation** | Mary welcomed the group and reviewed the Proposed Meeting Agenda.  Christine made a motion to approve the Agenda and Minutes and Eric seconded the motion. All were in favor and the Minutes and Agenda were accepted and approved.  The Minutes of the October 23, 2014 meeting were presented for review and approval. They are also posted on the PDAC webpage.  Shondra West made a motion to approve the Minutes of the October 23, 2014 meeting. Christine Park seconded the motion. All were favor and the motion was approved.  There was no Public Comment.  Ruth reported that Michael Yeong has been unable to attend due to multiple responsibilities and will be stepping down.  Ruth reported that there is funding for a 50% Faculty Release Time position in the Equity Plan and $35,000 funding for activities identified in the plan that must be spent by June 30, 2015. There was not time to hire someone for the spring, 2015 semester. IDEA Committee and the New EEO Committee will be asked for recommendations on the activities to take place in fall, 2015. A process will need to be created for the spring, 2015 activity planning. Ruth will bring an Equity Plan Budget to the January PDAC meeting for review and discussion.  Eric Sanchez reported on the recommendations being made to PDAC on conference funding requests. The recommendations for the 5 applicants are:   * Marie Arcidiacono ($1281.02) - We recommend funding Marie Arcidiacono to attend and present to the Western States Communication Association's 2015 conference in Spokane, WA on February 21st-24th, 2015. The committee requests Marie to contact Paula Gunder for a brown bag discussion for LMC Faculty on her experience with "How to get students to engage and utilize office hours." * Matt Stricker and Jill Destefano ($2000)  – We recommend funding to attend the 27th International Conference on Technology in Collegiate Mathematics Conference in Las Vegas, NV on March 12th - 15th, 2015. Attendance at this conference will support the development, use and planning for emerging technologies at the new Brentwood Center. LMC faculty will benefit from some future FLEX workshops on technology in the classroom. * Lucy Snow and Ian Bassett ($1303) – We recommend funding to attend and present student work at the 27th Annual California Conference for the Advancement for Ceramic Art in Davis, CA on May 1st - May 3rd, 2015. Attendance at this conference will support student/faculty mentorship, transfers, and faculty development in ceramics program. The funding is for faculty only, students will receive supplemental funding through the LMC Foundation account established by the ceramics program.   Ruth led a discussion on the current conference budget. Based on the current balance remaining ($500) and the total budget for the year ($10,000), the approval of these requests would cause a negative $3,000 balance. She also provided information on additional funding of $4,000 recently made available through the EXITO grant for transfer-related professional development. The receipt of this allocation will allow funding of the requests presented for review today and listed above. She also indicated that there is additional conference funding available in spring, 2015 from EXITO. Rosa Armendariz sits on the PDAC Conference Review subcommittee and can review requests for both PDAC and EXITO simultaneously.  ***Christine Park made a motion, and Kathy Cullar seconded the motion to approve the funding requests and recommend their approval to the college president as listed above. All were favor and the motion was approved.***  Ruth and Mary reported on the regional summit held on November 17, 2014 in Sacramento. Christine Park also attended the regional summit held in San Francisco. The summit was held by the Foundation for Community Colleges (funded by the On-line Education Initiative) as part of the Student Success Task Force Initiative to gather input on what a statewide on-line resource clearinghouse would look like and include. The summit was held in multiple locations throughout California and a report should be available early in 2015. The Governor is expected to include $25 million in his budget recommendations to be made in early January. This money would be allocated through state funding mechanisms and would enable Classified Staff and Managers to participate in mandatory professional development days similar to faculty Flex days. At the end of the summit, Ruth and Mary also had an opportunity to meet personally one-on-one with LeBaron Woodyard, State Chancellor’s office, to ask him questions about this possible future funding. More information will be shared as it is learned.  Ruth Goodin continued the process of reviewing the charges from SGC for PDAC. PDAC reviewed Charges 1-4 at the October, 2014 meeting. 5. SEE STICK. PD part of Program Review this year. 6. See Ruth’s copy - small working group. Shondra - change student learning outcomes. Send article (Dave). Mary, Paula, Ruth - Send both??????? Erlinda-subcommittee?? The committee discussed and agreed to the following changes to the draft:  Ongoing Charges:   1. Change “develop” to “support the development of”. \*Managers 2. Change to read: Recommend and improve operating procedures for supporting the Professional Development activities. 3. Move under “New Charges”. 4. Delete. 5. Add “Advocacy”?   New Charges:  5. (Committees) Work with all constituent groups **and campus committees….**  6. (\*Planning Committee)  7. (Assess) …assessments **~~to~~**which  8. n/a  9. (\*) “SGC” circled.  10. Research and advocate for increased ~~resourcces~~ for professional development **resources.**  Due to a lack of time on the agenda, this item will be carried over to the January meeting. | **Welcome and Announcements**  **Approval of Minutes**  **No Public Comment**  **Membership Change**  **Announcements**  **Conference Recommendations to College President**  **Report-out**  **Discussion/Carry over to January, 2015 meeting**  **Carry over to January meeting** |