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

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

December 5, 2013 2:00 – 3:00 p.m. (LPG meeting immediately following at 3:00 p.m.)

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach; Eric Sanchez, Journalism/Drama/Art.

**Faculty present:** Rosa Armendariz, EXITO; Erlinda Jones, Child Development; Clint Ryan, Math; Janice Townsend, Child Development (L); Yongmin Zhu, ESL

**Managers present:** Robin Armour, Admissions; Michael Becker, IT; Dave Belman, Student Services; Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; A’kilah Moore, Dean, Math and Sciences;

**Students present:**

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

**Guests present: N/A**

**Absent from today’s meeting:** Demetria Lawrence, Student Life; Michael Yeong, English; Dave Wahl, Manager, Workforce Development; Carlissa Pritchett, Student

# **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/Approvals of Minutes and Agenda** | Mary Oleson welcomed the group and submitted the Proposed Agenda for the Day. Minutes from the 10-24-13 meeting were not available for review. The Agenda for today was reviewed and a Conference Funding Proposal from the Librarians was added. The Agenda was approved with this addition. | Agenda Approved. Minutes will be posted up to InSite. |
| 2 | **Conference Review Subcommittee:**  **FUNDING PROPOSAL REVIEW:**  **Conference Trainings and**  **Revised Policies and Procedures** | Eric Sanchez, Conference Review Subcommittee Chair, reported on recommendations from the sub-committee on a proposal submitted by **Christine Park, Kim Wentworth, Christina Goff for the California Academic and Research Librarians Conference in San Jose, CA on 4/14 - 4/16/14 at a total cost of $1,471.32.** (Total cost $2,071.74 of which $600 is coming from another funding source). The librarians will report back to their department and in workshops for students. It was also suggested that they share the information at intra-district Librarian meetings.  ***All were in favor of the proposal from the Librarians being recommended for funding as described above to the College President.***    Ruth and Eric reported out on the work from fall, 2013 by the subcommittee including:  **Management and Department Chair trainings:** Mary and Rosa gave a training on the forms, policies, procedures, and criteria to Management Council. They reported that it went very well.  Ruth and Eric gave a training at a Department Chair meeting and though it went okay, their presentation felt rushed. The Department chairs indicated they would like to see a copy of the Rubric which is currently an internal document only. A member added that the Criteria listed on the forms is representative of the information used in the Rubric. It was suggested by a PDAC member that the word “Attach Additional Pages” could be added to the box about how the College will benefit by the employee’s attendance. | Review and Recommendation  New form and policies will be sent out to the campus in January (Mary). |
| 3 | **Employee Satisfaction Survey for Accreditation** | Ruth reported that the last Employee Satisfaction Survey was done in 2010 and is being updated for 2013-2014. The Planning Committee and Office of Institutional Research is using the information to design a clearer vision for LMC. Mary reported that she was also contacted about revisions to the survey for Standard III-Human Resources, which addresses professional development. Some discussion took place about the proposed new questions which Ruth sent out the day before today’s meeting. Due to the need to stick to the Agenda’s timing, Ruth will send out a follow-up email with the (5) new suggested questions and seek committee input. Mary will respond to the request for her perspective as the Professional Development Coordinator individually. | Ruth will send out Employee Satisfaction survey questions to PDAC members for feedback and input. |
| 4 | **PDAC SUBCOMMITTEES:**  **Health and Wellness**  **Leadership**  **Teaching and Learning**  **New Employee Lunch and Tour** | Annica Soto, Subcommittee Chair, reported that the CCSIG Exercise 10-wk program “Trek Across America” recently ended with six (6) remaining fully active participants (18 originally signed up). This was Annica’s first time coordinating the program and thought it went well.  Annica submitted a funding proposal for $875 on behalf of the Health and Wellness Subcommittee for the following workshops:  February 12 - Walking: “One Foot in Front of the Other”($275)  March 12 - Healthy Fast Food ($275)  April 19 - Just Relax - Practical Relaxation Techniques (Dr. Brast- John Muir Health) ($325).  ***PDAC approved the funding request of $875 and recommended and approved an additional $50 for a total of $925 to cover the cost of providing healthy snacks at each of the workshops.***  There was no new information to report.  Erlinda reported that Nexus has been meeting under the facilitation of Cindy McGrath and has been visited by different committees around campus (IDEA, PDAC, etc.). There were three (3) meetings in Fall, 2013 and there will be two (2) scheduled for Spring, 2014.  Members of the subcommittee (Dave B., Eric S., Kathy C. and Mary O.) reported that the luncheon, held on December 3, was well-attended and went well. A tour of “hidden gem” locations on campus was conducted including the Art Gallery, Child Development, Student Life, ETEC, and the President’s portable. It was noted that many participants dropped off from the tour and it was suggested that the luncheon end back where it started after the tour. A member suggested a scavenger hunt be held as well. | Report-outs  Fund proposal review and approval |
| 5 | **District-wide Professional Development Survey Results** | Mary Oleson announced that the results have been posted and emailed to PDAC members. She encouraged the subcommittees to use the results in their meetings and discussions. | Follow-up by PDAC Subcommittees |
| 6 | **Student Success Conference Follow-up:**  **Monday, 12-2-13 College Assembly on PD** | A college-wide Assembly was held on Monday, December 2 to follow-up on the findings from the Professional Development strands of the Student Success Conference attended by 23 LMC employees in October, 2013 in Burlingame. Updates were given by Erlinda Jones, Clint Ryan, and Mary Oleson. While Ruth was not present at the Assembly, she will be following up and sending out a questionnaire to the whole campus with specific questions about the conference in relations to professional development. Several members indicated that their perception is that PD is operating at a good standard and should question itself on doing more. Other members would be interested in bringing in outside presenters. Limited funding for this is available through PDAC and has been utilized in the past with activities such as LILO and the Leadership Academy. | Ruth will follow up with a follow-up to the campus. |
| 7 | **Program Review/Charges for SGC** | Ruth Goodin reported that the “professional development” function may have its own program review next year and suggested that the first meeting in spring, 2014 be a retreat to discuss our direction. Mary Oleson noted that the ideas and goals are many but cannot be accomplished without dedicated staff. A report to SGC will be requested in spring, 2014…more information to follow. | Follow-up in spring, 2014 |
| 8 | **Meeting Adjournment/Other Business** | With no other business, or time, the Meeting adjourned at 3:00 p.m. and was immediately followed by an LPG meeting. |  |
|  | **MEETING SCHEDULE**  **2013-2014 -All Meetings are in L-105** | Meeting Dates for 2013-2014   |  | | --- | | January 23, 2014 | | February 27, 2014 | | March 27, 2014 | | April 24, 2014 | | May 22, 2014 | |  |
| 8 | **Carry-Overs** | Early Spring Semester Retreat  Recognition  Student Success Task Force  Membership review (May, 2014) |  |