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

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March 27, 2014 (2:00 – 3:15 p.m.)

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach

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

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair;

**Students present:** Hannah Tatmon (Note-taker)

**Guests present:** Mark Lewis, Biology, Maria Tuttle, English (at the end of the meeting)

**Absent from today’s meeting:** Dave Belman, Dean, Student Services; A’kilah Moore, Dean, Math and Science; Eric Sanchez, Art/Journalism/Drama; Erlinda Jones, Child Development; Michael Becker, IT; Mary Oleson, Admin Assistant/Professional Development Coordinator/PDAC Co-Chair

# **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 structures. 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****Public Comment** | Ruth Goodin welcomed the group and reviewed the agenda. Minutes of the February meeting were reviewed and there were no changes. There was no vote due to lack of quorum. Mark said there have been no announcements at the Academic Senate meeting regarding the faculty PDAC vacancy. He will follow up with the senate about this vacancy. There were questions about whether or not Melina Rodriquez (part-time hourly support person for workforce development) had been approved by the academic senate for the PDAC classified vacancy. Kathy Cullar said that Dave gave his approval of the request, but still needed to be approved by the Senate. Mark Lewis, guest from Academic Senate made the public comment that there seems to be a misconception of PDAC’s purpose by the Academic Senate. Senate members think that PDAC initiates all professional development activities on campus. PDAC members explained to Mark that we hold multiple roles regarding professional development, which does include initiation of some professional development activities. In addition, PDAC provides assistance with logistics, communications, registration, coordination, and various supports for other professional development activities on and off campus. Mark suggested that PDAC make a presentation about our role at a future Academic Senate meeting. We want to make it clear to the campus, as a whole, what it is we actually do. Others have ideas that we’d like to look over and discuss as well. Ruth will follow through on this with the Senate.  | Agenda Approved. Minutes will be approved at the next meeting.  Ruth will contact Silvester Henderson regarding a PDAC presentation at a future Academic Senate meeting.  |
| 2 | **Letter of Support for AB2558 – Student Success Task Force Recommendations on Professional Development**  | Ruth reviewed the letter that Mary wrote (from Mary and Ruth on behalf of PDAC and LPG) to the Assembly Higher Education Committee on behalf of PDAC. The letter is in support of AB2558, which authorizes the establishment of a Community College Professional Development Program and funding should it become available through the state budget. The bill also mandates that districts, which participate in the program Community College Professional Development Program, must provide professional development opportunities to both faculty and staff. PDAC members applauded the pending bill.  | Mary and Mary will keep the committee apprised of the bill’s status.  |
| 3 | **End of Semester Celebration Event (old “Appreciation Lunch”)**  | Following our last PDAC meeting at which an end of the semester celebration was discussed, Mary followed up with Linda Kohler and Bob Kratochvil. Both supported PDAC’s recommendation. Mary contacted Paula Gunder, as suggested at our last meeting and Paula agreed to co-chair the event with Mary. There is a committee, which is working on a week of events and a luncheon during the last week of April. Theresa Ferguson and Christina Goff are assisting with the event. There is a meeting this coming Monday. Anyone interested in participating, please contact Mary for details. NOTE: Kathy Cullar is interested in working on the planning of the week also.  | Report Out  |
| 4 | **PDAC Subcommittee Report-Outs**  | HEALTH AND WELLNESS: * There were not representatives present from the Health and Wellness Committee.
* Ruth reported that the garden project is moving forward with Lisa McFarland as the Garden Chair. Ruth invited committee members to view the garden setting at the back of the Nature Preserve. Fresh water has been brought to the site. Lisa and assistants are getting the garden ready for planting. They will be letting the campus employee-community know about next steps. They will also be getting the word out on how one can participate with the Employee Garden.
* Annica Soto, chair of the Health and Wellness Committee is doing a great job coordinating the CCSIG “Hoop it up with Health” aerobic program. She has also scheduled workshops through John Muir Health Group. The CCSIG exercise program is continuing for the spring semester led by Health and Wellness Chair Annica Soto.

NEW EMPLOYEE LUNCHEON: No updates. TECHNOLOGY: * Kim Wentworth (Librarian and D2L Coordinator) and Melina Rodriguez are co-chairs for the Fall Focused Flex – a focusing on Technology. Anyone interested in being on the committee can contact Kim.
* Ruth reviewed the Technology grant being considered in partnership with DVC. Mark commented that this would have to go hand and hand with getting new computers, (not refurbished old ones but new ones) and more tablets. Ruth said that Wi-Fi upgrade and refresh process is going on now and is expected to be faster that the current Wi-Fi access.

This was followed by a statement from Kathy, in which she and Ade have discussed the difficulties involved with a new hire, in that, when the coordinator gets hired, an administrative assistant should be hired right after (one following the other), because it can be hectic for someone to have to go back and bring all the files up-to-date when the positions are hired with a long length of time in between hiring dates. * There was discussion about Lynda.com. Kathy Cullar, Mary Oleson and Ruth Goodin from the committee have utilized the program. Clarissa Ryan (Clint’s wife) has also used the program. Others were encouraged to register. The committee talked briefly about promotional ideas, which included going to department meetings. Committee members were encouraged to send other ideas to the Technology sub-committee.

TEACHING AND LEARNING * Rosa reported that the PDAC Teaching and Learning sub-committee has recently expanded, with an additional eight (8) new members. Rosa and Erlinda co-chair this newly expanded Teaching and Learning sub-committee. It has been discussed that the name of the committee should change as not to be confused with the TLC.

Rosa presented a draft of the job description that was written by Rosa, Erlinda and Ruth and reviewed by the newly expanded T&L sub-committee and by Kevin Horan, VP. There was support for the position, with two major areas of feedback for revision. These included: 1) consideration of a new name for the position, and a revised introductory paragraph, each to more aptly reflect the “teaching and learning” aspect of the position, 2) a narrowing down of the responsibilities for the first year. There was discussion about the role of this position in relationship to research and assessment. It was agreed that this position would be responsible for assisting in addressing the professional development needs in response to assessment and related research, but not responsible for the interpreting assessment and research. In addition, the committee members recommended that the job description be presented to the TLC (Teaching and Learning Committee) to be sure that they are aware of the position and its relationship to the TLC. Rosa will follow-up with the T&L sub-committee, which is meeting on Tuesday, April 1, on these recommendations. It is expected that the position will be advertised by the middle of April. Ruth explained that funding for the position is currently available for only one year. The EXITO, STEM, TAA and Perkins grants and the Office of College Advancement are providing funding for the positions. Depending on the final cost for the position, there may not be enough funds allocated. Ruth spoke with Helen Benjamin in passing and Helen said that she might be able to assist with the shortfall of funding if needed.Rosa reported that in addition to working on the job description, the committee will focus on the needs of adjunct faculty, including orientation, Nexus and Mentorships.  | Report Out Carry over to next meetingReport-OutSend Lynda.com marketing ideas to Mary Oleson, Technology Committee Chair Report Out Rosa will revise the Professional Development Facilitator job description with the T&L sub-committee. Rosa will inform the TLC about this position. Report Out  |
| 5 | **Conference Review Subcommittee** | After discussion, the following recommendations were agreed upon by the committee members: 1. Analicia Martin (Athletic Trainer), to attend the "FMS Combo Levels 1 and 2" workshops in San Francisco, CA, May 30th to June 1st, 2014,  up to $1137.87.  PDAC will cover the Conference fees, mileage, parking, meals not covered by the conference, and misc. tolls. We ask that Analicia propose a flex workshop or host a multi campus program session where this workshop will assist other faculty at LMC/CCC/DVC. More info - <http://www.functionalmovement.com/events/257>
2. Maria Tuttle (English Faculty), to attend the "Settling the Mind in its Natural State" workshop in Santa Fe, NM, May 2nd - 4th, 2014,  up to $928.00.  PDAC will cover the Conference fees, airfare, lodging and shuttle. In addition to coordinating workshops with Habits of Mind, we ask that Maria propose a flex workshop about how to integrate mindfulness into our lives, classroom settings and campus environment. We also request that Maria report how she integrates mindfulness strategies in her classroom and share information about these practices with faculty upon request. It is also suggested that she work with the PDAC Health and Wellness committee to do a Variable Flex Workshop for faculty and staff. More info -<http://www.upaya.org/programs/event.php?id=1164>

These recommendations will be sent to the other members of PDAC for their approval. Upon approval, Mary will send the recommendations the president for his review and decision. Maria Tuttle joined us at the end of the meeting and the committee reviewed their recommendation with her. A slight change in the wording (but not the intent) was made through her suggestion.  | Mary will send the recommendations PDAC members not present at meeting for their input/approval. She will then send them to President Bob for his review and decision.  |
| 6 | **MEETING SCHEDULE****2013-2014 -All meetings are in L-105** | Meeting Dates for 2013-2014:

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| April 24, 2014 |
| May 22, 2014 |

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| 7 | **Carry-Overs** | RecognitionStudent Success Task ForceMembership review (May, 2014) |  |