**Professional Development Advisory Committee (PDAC)**

## March 31, 2016 meeting

Present: Mike Becker, Christine Kromer, Kathy Cullar, Erlinda Jones, Janith Norman, , Dave Wahl

Staff present: Ruth Goodin, Co-chair, Mary Oleson, Co-Chair, Paula Gunder, Janice Townsend

Absent: Rosa Armendariz, Courtney Diputado, Robin Armour, Natalie Hannum, Carla Rosas, Eric Sanchez, Shondra West,

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| **Topic/Activity** |  |
| 1. Welcome: Mary Oleson opened the meeting at 2:10 p.m. in L-215, the new PD space.
2. Attendance Check: There was not a quorum so no voting will take place at this meeting. Minutes from the February 25 meeting will be accepted at the April 28 meeting.

Guests: Jennifer Ma, Manager, Financial Aid |
| Conference Recommendations - Ruth stated that she did not attach the Consent Agenda items with her email prior to the meeting so she handed out copies of the recommendations for funding. Eric, Erlinda, Rosa, and Ruth were in attendance at the last Conference Subcommittee Review meeting.Mara Landers: Ruth believes this falls under STEM funding criteria and can ask Danielle Liubicich if she concurs. Mara’s request is for travel to SF for the NCTM Conference on 4/12 - 4/15/16. There were not questions or concerns on Mara’s funding request by the PDAC members present and funding is recommended by those present.Because there is no quorum, a Special Meeting will need to be scheduled with 24- hour notice and it will need to be posted for the public (and sent out to the campus). This Special meeting can be a phone call to obtain the votes needed to approve the conference requests. Two requests from Child Development for Lindsey and Leticia can be postponed until the April 28 meeting since they are not travelling until June per Janice Townsend. Michelle Mack is currently travelling (March 28-April 1) and $1,000 of her conference is paid for by Nexus. The balance of $313 is being requested by PDAC. Mary stated that it is unusual to be reviewing a funding request while a person is already travelling; there are also no requests reviewed and funded after-the-fact. If that policy is changing, the Review subcommittee will need to make a recommendation to the full PDAC to change the policy.Janith Norman asked if PDAC (or another fund) would pay for her membership fees on AERA. Paula noted that the request could be appropriate for the Professional Engagement grants that are currently open for application. However, they are supposed to be for *institutional memberships, and not individual memberships.*  Paula is being asked this question by others and a conversation about this needs to happen. Mary added that membership fees have been paid by PDAC at least once when a conference registration fee was significantly more inexpensive if the attendee is a member. The topic will be added to the April 28 agenda. Budget UpdateRuth Goodin reported an up-to-date budget report is currently being prepared and will be sent out to you. All of these dollars must be spent by the end of the fiscal year and do not roll-over. Estimated balances available are:Subgroups/Subcommittees: Conferences: ($600.00);Technology ($1,200); Teaching and Learning ($1,900): Health and Wellness ($1,500); Paula has prepared a mini-grant funding process for Professional Learning Communities and Faculty Inquiry Groups (FIGS) that will be funded by EXITO. Paula will bring a proposal to the April 28 meeting. Ruth recommends using the unspent balances from the subgroups on conference funding requests. New Employee Luncheon: Estimated costs are $1,900, leaving a balance of under $200Leadership: An allocation of $2,000 was made to Classified Senate. Mary reported that she reviewed the minutes from the last meeting and it appears that the speaker identified by Classified Senate cannot be secured for under $2,000 or scheduled within the end of the semester timeframe. The minutes indicate that the Senate is exploring health and wellness options via Kaiser. Mary will provide the Senate president with resources that PDAC Health and Wellness has been gathering for stress relief and exercises in the office as well as let them know that there are workshops available for free from CCSIG and for a fee from John Muir Health. It was suggested that Mary or the PDAC reps for Senate report back at the April 28 meeting with an update. 4CSD  Mary reported that she, Shondra, and Hannah will be attending the conference in Claremont, CA on April 7 -8, 2016. The focus is professional development at community colleges in California and is attended by representatives from across the state from all employee groups. Courtney reported that she is unable to attend as originally discussed. Mary and Hannah will be attending a pre-conference session in which information for people new to professional development will be covered. Topics will range from committee structure to needs assessment surveys to hiring presenters to annual reporting to Flex tracking and guidelines to garnering support for PD from administration. Mary will attend along with Hannah. PD Compensation Policy Conversation UpdateRuth reported that due to HR-Local One policies, we are unable to pay Classified for over-time or provide a stipend for professional development work since the work it outside of the job descriptions. Managers are encouraged to release Classified from regular work duties to participate in and plan PD activities. It is possible that the union could negotiate for new language to allow for the payment of Classified to do professional development. The heavy workloads of Classified staff (and faculty) were mentioned as a barrier to participating in and planning activities. A member suggested researching how other colleges handle this issue. Janice Townsend, in her equity role, will draft a letter to the College President and SGC for their May meeting, with input from PDAC members and Classified Senate leadership, to open up dialogue about equity and access issues related to professional development and Classified Staff. Ruth, Mary, Kathy, Erlinda, and Janice will assist Janice in the writing of the letter. The rest of the compensation policy will remain as written for faculty. Managers will receive no compensation. PD PlanPaula provided an update, noting that the Logic Model format was met with minimal excitement, members questioning where is the “heart” of PD. It was suggested that a sample template be provided for members to use in developing standards, goals and objectives. Paula will follow up with an email to members giving an example of how to fill out the PDAC PLD Program Standard Development forms in the Draft PD Plan. Members suggested a retreat with a facilitated session to complete the plan. A planning retreat will be scheduled on Tuesday, during Flex week. Janice offered to move the date of one of her workshops to allow her to attend the retreat. Paula, Erlinda, Janice, and Mike will work on aligning the goals to the Strategic plan. Janice and Ruth will address accessibility issues in the plan. Canvas UpdateCourtney reported that faculty will have access to Canvas tutorials soon. It will go live on June 1, 2016. She reports that the mobile Ap looks great and it is easy to use. D2L goes away permanently on June 30, 0217. Everyone will have a training course for them to play in. Plans are underway for a group to train at the end of May, 2016 also. Program Review Submission ToolHand-outs were provided regarding the professional development portion of the tool. Ruth asked that members look at the questions related to professional development in the tool and provide input to her on any new questions or edits by Monday.New Employee LuncheonPDAC members are working on the Employee Luncheon for (30) new employees which will be held later this month. Kathy, Ruth, Eric, and Carla have are planning the event. There is also a Social Reception being scheduled for Flex week in August, 2016 for approximately 100 adjunct faculty. Staff Report-outsJanice Townsend invited everyone to attend the upcoming workshops featuring Veronica Neal for their continuing work on equity and deeper conversations. Information will be sent out to the campus by email.Ruth reported that a job announcement for a Professional Learning Facilitator (.25) will be sent out to the campus soon. Please provide feedback to her on the job description by Monday. There is a RAP proposal that was submitted to increase the position to .50. In addition, Morgan Lynn, Equity PD Facilitator, will be resigning as her schedule will not allow her to be present at the Pittsburg campus as she was able to be this semester. Her classes are scheduled at Brentwood and the travel makes it difficult. A job announcement for .25 will be announced to the campus also to replace her.  |