

**Professional Development Advisory Committee (PDAC)**

### MINUTES

September 24, 2015 (2:00 - 4:00 p.m.)

**ATTENDANCE:**

Co-Chairs (staff): Ruth Goodin and Mary Oleson. Staff: Paula Gunder, Janice Townsend, Hannah Tatmon (Student)

Voting Members Present:Classified: Kathy Cullar, Eric Sanchez

Faculty: Rosa Armendariz, Erlinda Jones, Janith Norman, Christine Park Managers: Carla Rosas

Absent: Michael Becker, Courtney Diputado, Natalie Hannum, Shondra West

Students Auditing the Meeting for Milton Clarke’s Intro to Government Class: Claudio Rodriguez, Michael Banga, Benwill Garcia, Kevin Rincon, Veroniro Avelor

Receiving Minutes: Morgan Lynn (Equity PD Facilitator/Staff)

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| **CURRENT ITEMS:** | | |
| **Item #** | Topic/Activity | **Desired Outcome: Information (I)**  **Discussion (D) Action (A) Follow-up (F)** |
| **Welcome -** Mary Oleson opened the meeting at 2:10 p.m. and welcomed the 5 students (listed in attendance above) who are auditing the meeting for Professor Milton Clarke’s Intro to Government Class. PDAC members also welcomed the Students and introduced themselves. | | |
| Public Comment Curtis Corlew visited PDAC to share his learning and to thank PDAC for funding his attendance at the Cyanotype workshop over the summer. He shared the concepts of Cyanotype and how he would integrate and share it with his students next semester. He explained that the process connects digital images with real world photography which includes subjecting the photos to sunlight. Examples were shared around the table and a report on his conference experience was submitted. PDAC members appreciated Curtis’ report and visit and would like to see this become a regular way to report-out. (see related vote below) | | |
| **Review and Approval of Agenda:** The Proposed Agenda was presented for approval. ***Christine Kromer made a motion to approve the Agenda. Janith Norman seconded the motion and the Agenda as presented was approved by all.*** | | |
| **Minute(s) Review and Approval:** The Minutes of the 8-27-15 meeting were reviewed. ***Christine Kromer made a Motion to approve the Minutes. Carla Rosas seconded the Motion. All were in favor and the Motion was approved. Janith Norman abstained since she was not present at the 8-27-15 meeting.*** | | |
| Conference Funding Report and Recommendations ***Christine Park made a motion to invite other PDAC-funded conference attendees to visit PDAC at a meeting and submit a report about their conference similar to the report Professor Corlew made at the meeting today. Carla Rosas seconded the motion. All were in favor and the Motion was Approved. Janith Norman abstained.***  **Stacy Miller Request ($945.64) -** Eric Sanchez, Conference Review Chair, reported on its recommendations to fund her attendance at the National Council of Teachers of English (NCTE) conference on Nov. 19-22, 2015 in Minneapolis, MN. The conference will focus on pedagogy and best practices and is deemed to be a good fit for PDAC professional development funding. Ruth added that Stacy attended the conference last year also. Stacy will be asked to share out her conference experience and highlights at a department meeting and that a written summary of the meeting or minutes be provided from the sharing event. It was suggested by several members that a booklet be created that could be shared on-line and that it could also be shared on a PDAC social media site. Digital books are also possible in Canvas and educational sharing could take place by opening up meetings to others on campus. Eric reported that the sharing out procedures for all conferences are still under discussion and the result could be a variety of ways to share the learning obtained at conferences.  ***Janith Norman made a Motion to approve the recommendation and forward the request to the college president for his review. Carla Rosas Seconded the Motion. All were in favor and the Motion was approved.*** | | |
| **Equity and 3SP Conference Funding Integration with PDAC Update -** Eric Sanchez gave an overview of the last meeting’s discussion about this process. (Excerpt from the 8-27-15 meeting: Eric also reported that there is a need for the subcommittee to have a conversation about combining the PDAC conference funding process with the Equity and 3SP conference funding process, similar to the process that was used with EXITO, creating criteria and a form that will accommodate all funds. Rosa is a PDAC member and also sits on the Conference Review subcommittee, reviewing conference requests and approving requests that may be a good funding fit for the EXITO grant. Representatives from Equity and 3SP will be invited to meet with the Conference Review Subcommittee to determine if a single form and process can be designed to include PDAC, Equity, and ESP conference applications review and approval of funding. The criteria developed by the PDAC Subcommittee is included on the application form. Suggestions will be presented at the PDAC meeting in September.) A group of representatives from each funding source met with the PDAC Conference Review Subcommittee to discuss how to combine the review process/timelines for funding of conferences from each source, while meeting the specific criteria of each fund. Eric agreed to begin combining the funding rubrics for each source will be aligned/combined with the PDAC rubric. The PDAC timeline for review and approval will need to be looked at and modified and expanded to include the additional funding sources. The monthly review meetings will include a representative from each funding source: PDAC: Ruth/Mary, Eric; EXITO: Rosa/Alternate?; 3SP: Carla/Alternate?; Equity: Janice/Morgan. It is hoped that the new process can be implemented in spring, 2016. Faculty and staff would be notified and provided with instructions on the new process upon implementation. The combined rubrics will be presented at the October PDAC meeting. | | |
| **PDAC Funding Proposal: New Employee Luncheon -** Ruth Goodin presented a request for $600 (depending on actual headcount) to fund the bi-annual New Employee Luncheon that is coordinated by the Office of College Advancement staff and volunteers. The luncheon is held each semester ideally (although occasionally it has been once a year, capturing all new employees up until that time). There have been a variety of formats used for the event, from an all-day orientation highlighting campus services and where to go to get what you need, to 2-hour luncheons with the college president for him to receive feedback from employees and answer any questions they might have about their experience at LMC as new employees. The event has included general tours of the campus and tours of the learning communities. Mary added that there the learning community tour (with students highlighting their program) was especially enjoyable and informative and would be a great tour for all employees to take. New Employees have been presented with small gifts from the Bookstore along with a nice lunch. Janice Townsend suggested that Equity funds might be able to be used for the trivia prizes. At the last luncheon, Olive Garden was selected and is recommended again due to the great food and value. Trivia questions about the college were asked and prizes awarded for correct answers. Attendees include the new employees, the college president, senate leaders, and several representatives from PDAC who share information about PDAC and ways to become involved in professional development at LMC. While the event has traditionally been for new full-time faculty and regular employees, it was suggested that adjunct faculty be included also. Members that replied to Ruth’s request to volunteer for designing the activity include Carla Rosas, Kathy Cullar, and staff (Mary Oleson and Paula Gunder).  ***Kathy Cullar made a Motion to approve the $600 (depending on the actual count) for the cost of the luncheon for new employees provided by the Olive Garden. Carla Rosas seconded the Motion. All were in favor and the Motion was approved.*** | | |
| Equity PD Funds - OEI/@One Rubric Workshop on November 13. Ruth Goodin reported at the August meeting that there may be some funding available from Equity PD to share in the luncheon cost. There is no update at this time. | | |
| **District-wide Professional Development Committee -** Mary, Paula, and Ruth attend the monthly DW-PD committee meeting at the District Office. A report is included here because DW-PD encourages a circular information pathway between PD committees at the campuses and the district PD committee. Highlights:   * Paula presented a thought-provoking activity titled “Minding/Mining the Gap” which was based on an infographic Mary shared with her on generational diversity sent to her by Cornerstone (Ellucian). The goal highlighted the importance of knowing our co-workers and recognizing their diversity of thought. * A discussion took place on bringing a well-known speaker on equity to a district-wide event. Ruth will keep PDAC updated. * Helen Benjamin will be coming to the next DW-PD meeting at members’ request to learn more about her priorities and thoughts on professional development. * DW-PD and the Chancellor’s cabinet have been looking at several systems to track professional development goals and activities by employees in the district. * Lynda.com - Mary reported that budgeting for 2015-16 does not currently include a renewal of lynda.com which expires in February, 2016. A review of usage and alternative pricing structures will be discussed at the October meeting, including the possibility of limited licenses for each campus. * Paula suggested that an adjunct be added to the committee membership. * Mary suggested that Classified Staff needs for professional development be made a stronger priority. * Budget: There is currently a balance that has not been allocated yet and Mary will report back at the October PDAC meeting with an update. | | |
| **Targeted PD Discussion and Survey Request Update -** Paula discussed the survey that has been sent to department chairs, committee chairs, and area unit managers by her on behalf of the Office of College Advancement to collect data on what the top (3) conferences, professional organizations, journals, and other resources related to professional development departments are currently accessing or need and are NOT using PDAC-related funding. Classified Senate has also been asked to complete the survey and Eric/Paula will follow-up with them again; they would like to know if the request is related to committee work or as individuals. The goal of the survey is to collect the data and discuss ways to create a more sustainable funding procedure for college-wide needs in the areas mentioned. Ideally, there would be an on-line resource list of all journals available. Paula asked that if PDAC members have any suggestions for any resources that should be added to the data she is collecting, please forward suggestions to her. While PDAC Co-Chairs and staff frequently share useful information, an on-line resource for current information would be useful. It was suggested that LMCAS be sent the survey also. | | |
| **PDAC Discussion on Subcommittee Structure (Foci, Workplans, Budgeting) -** Ruth and staff reviewed the conversation from the 8-27-15 meeting in which the history, structure and purpose of the subcommittees was presented. It has always been PDAC’s intention to provide bi-directional communication with other committees on campus; therefore, PDAC has ensured that its members have seats on other committees and act as PDAC liaisons with those committees (e.g. TAG, Distance Ed, Academic Senate, TLC, Classified Senate, etc.). In addition, PDAC has had subcommittees which were used as a vehicle to submit funding proposals for campus professional development proposals. It was also a goal to involve as many employees in PDAC initiatives and activities, whether they were “officially” on PDAC or a subcommittee. Several members suggested that a professional development could be added to each campus committee and the PDAC member on that committee could speak to the agenda item, and report back to PDAC. It was also suggested that professional development could be added to other committees’ charges or mission statements. Each year, a cross-list is compiled of campus committees and which PDAC members sit on which committees. Ruth will send the list out again before the next meeting. Several members stated that PDAC should drive PD and support it throughout the campus.  **Classified Professional Development (Kathy was present; Eric and Shondra not present for this discussion)** Mary reported that she has been exchanging emails with Classified leaders and spoke at a recent Classified Senate meeting about the need to work together on identifying and meeting Classified professionals’ development needs. Positive feedback was received from several individuals, indicating a desire to move forward with conversations between PDAC, Classified Senate, and Local One. Several workshops have already been suggested. Mary requested PDAC’s support in continuing to pursue creating a collaborative structure for PDAC, Classified Senate and Local One to discuss Classifieds/ needs.  **C*arla Rosas made a Motion to support a Classified PDAC Subcommittee to work collaboratively with Classified Senate and Local One with the goal of clearly outlined roles, and creating a plan with at least two projects designed collaboratively. Christine Kromer seconded the Motion.  All were in favor and the Motion was approved.*** Management Professional Development - Ruth indicated there is a need for professional development for managers also. A member asked if there is a need to have a subcommittee to move forward. Ruth and Carla agreed that they will take the question to Management Council and report back at the next meeting. No Motion submitted at this time. **Teaching and Learning Subcommittee of PDAC-** Erlinda reported that the subcommittee has evolved. Nancy Ybarra began the Faculty Inquiry Group, new faculty were welcomed, faculty engagement activities were designed, and adjunct faculty activities were held. Additional work could be continued including an on-line orientation and a professional learning facilitator for adjuncts.  Due to the end of the meeting time (4:00 p.m.), members agreed to continue the discussion of the PDAC subcommittee structure, beginning with the Teaching and Learning Subcommittee and followed by Equity (new), Health and Wellness, new Employee Luncheon, Technology, and any others that may be suggested. | | |
| **Draft PD Strategic Plan Outline/Table of Contents:** Ruth requested that this Agenda item be moved to the October meeting as the first item under New Business. ***Janith Norman made a Motion and Erlinda Jones seconded the Motion. All were in favor and the Motion was approved.*** | | |
| The meeting adjourned at 4:00 p.m. (LPG Meeting to immediately follow) | | |