**PDAC MINUTES**
**OCTOBER 24, 2024**

**Members & Public:** Pittsburg - Library L-215 / Zoom option

**Public:** <https://4cd.zoom.us/j/89357375999>

**Meeting:** 2:00PM – 3:30 PM; LPG 3:30 – 4:00 PM

#### **MEMBERS Present: Classified -** Courtney Diputado, Justin Nogarr, Tanita Richardson / **Faculty -** Erlinda Jones, Jill Buettner, Star Steers / **Managers -** Rosa Armendariz, Jeffrey Benford, Matthew Muterspaugh / **Students – Hector Hidalgo-Combs, Angel Adriano**

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome: Thanked Angel Adriano for joining PDAC and being another student representative alongside Hector Hidalgo-Combs! Other members in the room introduced themselves to Angel.
2. Public Announcements: Hector shared his experience from a recent conference about resources for undocumented students. He suggested that the college could help spread these resources to make students feel more comfortable on campus. Also, there is an ESL club “Dreamers Voice” which is being established this semester.
 | Erlinda/Justin  | 5 | Information |
| **Consent Agenda**  |  |  |  |
| 1. Review and Approval of October 24, 2024, Agenda:
	1. Tanita motions to approve, Star seconds, All others in favor
2. Review and Approval of 9/26/2024 Minutes
	1. Star motions to approve, Jill seconds, All others in favor
 | Erlinda/JustinErlinda/Justin | 5 | Action |
| **Business** |
| 1. Upcoming Conference Funding Recommendations (review proposals)
	1. John Schall AIGA Conference – PIP request

The committee recommended that John use part of his remaining PIP balance to fund the AIGA conference.Star motions to approve, Erlinda seconds, All others in favor * 1. Follow up on Request to send a team of Administrative Assistants to [EA Ignite - Precision Training for Executive and Senior-Level Assistants](https://www.eaignite.com/)

Irma Gregory’s Request to Attend: The committee recommended that a vote should be made to approve $1,500 from PDAC after CEEP and other EIP funding was sought out, first.Erlinda motions to approve, Jill seconds, All others in favor  1. Update and Discussion on Spring 2025 Focused Flex and Opening Day

The discussion continued about the upcoming focused flex and opening day events. The focused flex event, initially proposed by Nick Garcia, was to be centered around community building and technology. The team also discussed the need for Regular Substantive Interactions in online courses, as required by the Distance Education Committee. The opening day event was proposed to include a welcome from campus leadership, a community-building activity led by Nick, and a presentation from the team that attended the African Diaspora Educational Summit in Ghana. The team agreed to further discuss these ideas and consider how to integrate them into the events.* 1. Nick Garcia’s community building (3 semester span)
	2. AI Focused (Ethics, writing across curriculum, humanizing/equity)
	3. DE (Regular Substantive Interaction – ACCJC accreditation audits)
	4. ADES (Ganah summit share-out)

There was some discussion about how the Faculty Meeting during the second part of Opening Day could have DE Integration. Two options proposed for the faculty meeting component of the day: Option 1, where the hour and a half usually spent with faculty could be used for accreditation requirements, and Option 2, where the faculty meeting would happen as usual (no integration). Also suggested was the possibility of integrating AI into the focused flex and the need for a PDAC team to help plan this. The group discussed the potential for a hybrid focus flex and the need for a hackathon-style workshop to encourage action. The group agreed to check in with the AI group and the PD team to see if their plans align with the proposed options.1. Planning and goal setting for 2024-25
	1. Review PDAC Goals & Identity focus

The committee reminded that at the September 26th meeting had been a discussion about the need to focus most efforts on Goal #3 to increase in technology and learning management training, as well as Goal #4 to increase employees actively engaging in PD collaborations. Collaborating more closely with DE and the AI Task Force was recommended.1. Collaboration with IDEA and EEOC Discussion

The committee discussed the idea of merging or collaborating with the IDEA Committee and the EEO Committee, with a potential retreat in January to discuss further efforts. There was talk about the structure and separate roles of these committees. It was decided that each committee should maintain its focus while incorporating an equity lens in their work. The possibility of EEO becoming an advisory committee was also discussed, with the consensus being that it should remain a separate committee with a focus on equity. The importance of shared governance and accountability was also highlighted, with the suggestion that the Shared Governance Committee (SGC) should be more involved in overseeing the work of these committees.1. Update of Conferences and Summits
	1. 4CPD, 10/9-11/2024 (Justin Nogarr, Erlinda Jones, Denise Uribe, and Rosa Armendariz attended)

The CA Community College Council for Professional Development (4CPD) had learning and networking opportunities for all professional development practitioners at CA community colleges. The theme of this event was “PD with Heart” based on human needs. They invited the Chancellors Office to speak about topics like Common Course Numbering, and the Flex Calendar Regulations changes in Title 5. Also, the Vision Resource Team was present for technical questions from PD Administrators.* 1. DEIA Institute, Jazmin Morales, Bill Bankhead, Tanisha Maxwell (Sept. 25-27th) was tabled for another time to discuss findings.
	2. Update on DWPD and funding opportunities
		1. COLEGAS

8 requestors were selected to attend.* + 1. Online Teaching Conference (6/16-6/18/2025)

It was recommended to finalize attendees early spring 2025 |   | 102515205 | Actions / Discussions |
| **Updates** |
| 1. Closing and Next Steps
	1. Erlinda motions to adjourn meeting, Courtney seconds, all others in favor
 |  | 5 | Information |
| **Next Meeting Date:** * November 21, 2-4pm
* December 5, 2-3:30pm (LPG – review Spring 2025 Flex proposals)
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