**PDAC MINUTES FOR**
**September 28, 2023**

**Members & Public:** Pittsburg - Library L-215 / Brentwood Conference room 125

**Public:** <https://4cd.zoom.us/j/81304789105>

**Meeting:** 2:00PM – 3:00PM

#### **MEMBERS Attended: Classified -** Courtney Diputado, Robert Delgado, Justin Nogarr/ **Faculty -** Erlinda Jones, Vacant / **Managers -** Rosa Armendariz, Jeffrey Benford, A’Kilah Moore

#### **MEMBERS Absent:** **Managers** – / **Faculty** - Jill Buettner / **Classified** - Jim Kolthoff / **Students -** Jacob Boyle

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome
2. Announcements (Public)Rosa’s very special announcement is that we want to welcome Justin Nogarr into his new role as our program coordinator for professional development.
 | Erlinda/Robert  | 5 | Information |
| **Consent Agenda**  |  |  |  |
| 1. Review and Approval of Agenda
	1. *Jeffrey Benford makes motion, Erlinda Jones seconds, all in favor.*
2. Review and Approval of Minutes May/28/2023
	1. *Erlinda makes motion, Courtney Diputado seconds, all in favor.*
 | Erlinda J/RobertErlinda J/Robert | 10 | Action |
| **Business** |
| 1. Review Goals and Objectives:
	1. *Goal 3 changed and approved in Spring 2023*
		1. *All LMC faculty, classified staff, and managers have opportunities to develop and expand their job skills and competencies which influence and support student employee learning*
		2. *LMC faculty, classified staff and managers cultivate a common understanding and practice of integral cultural competence and humility which creates an equitable and respectful campus environment.*
		3. *All LMC employees will engage in the necessary training on tools and resources to use relevant technology and learning management programs to succeed in their roles.*
		4. *Faculty, staff and managers actively engage in collaborations which meet their professional needs, the needs of our students and of the broader campus community.*
	2. *It was clarified that we would use these goals as our charges for the year.*
	3. *Want to make sure LMC community needs and the mini-grant opportunities are aligning with our goals that we have, and we set up for ourselves.*
2. Review PDAC Membership
	1. *Our format has been that we have 3 Classified Professionals, 3 faculty, 3 managers, and a student at representative of LMCAS. Members this year (below):*
		1. *Classified Professionals: Robert, Courtney, Jim Kolthoff.*
		2. *Faculty: Erlinda Jones, Jill Buettner, and Star Steers may be appointed to PDAC by Academic Senate.*
		3. *Managers: Rosa Armendariz, Jeffrey Benford, and a vacant seat to fill since Natalie Hannum retirement. VP A’Kilah Moore will join.*
		4. *Students: Jacob Boyle is stepping into LMCAS President role and may not be able to attend so may recommend another student to represent.*
3. Review and Tracking of Conferences and Summits
	1. *Erlinda – seeing the options helps us determine if there are any we want to send a team to. We get individual requests primarily through different departments, but a list can help put teams together.*
	2. *Jeffrey Question: RP Group on the 13th – Are there any other student services people coming besides 2 counselors: Carrie White and Rudolph Rose?*
		1. *Robert confirmed that BethAnn Stone with the Office of PIE and Melina Rodriguez, Student Success Coach for Career Ed. We are hoping that they can bring back information to inform LMC Pathways. It was recommended that other Student Services team members attend. We can recruit for next year again.*
	3. *Dr. Janith Norman question: from DE perspective, are you considering the online learning factor (effective/equitable online teaching/learning) when looking at these types of conferences, regarding student success?*
4. *Worried that there is a gap in the connection between PDAC, LPG, and Distance Ed regarding trainings and online learning.*
5. *Robert response: Thanks for bringing up. Pulled up Rosa’s updated document on PDAC conference and PD funding guidelines showing timelines and request directions. This gives guidance on how and when things are approved, notifications, and other sources of funding available. There is an allocation received for PD, but there’s also professional funding available from different areas like departments operating under AB705. Also, working with the SEM group to think about sending a team. Maybe there are other connections for funding that can be made without going through PDAC.*
6. *Example: Classified professionals also receive funding from CEEP and Local One for different things.*
7. *Rosa pointed out that we are building capacity to be more integrated in DE, and there are opportunities for PD in your area as well. Can brainstorm possibilities within our different committees.*
	1. *Starr – question about accessing NEXUS and PIP funds*
		1. *We have a list of everyone who has participated for last 3 years. Welcoming feedback on how to improve the form to make it more accessible and clear.*
	2. *4th page on Conference Funding Guidelines has additional resources supporting Classified Professionals and Managers run through DO, often underutilized.*
	3. *Robert and Justin will put on list Pathway / Learning communities that may want to attend conferences such as RP Group.*
	4. *COLEGAS – Rosa and Robert are attending; sending out a message to recruit more.*
	5. *NCT English Department has not put in requests for funding. Justin will email English Department.*
	6. *Courtney – added Directors of Educational Technology for CA to list. The conference is 12/6 – 12/8.*
8. Post-conference Report Process
	1. *Conference attendees are encouraged to share-out their experience at department meetings as testimonials of experience.*
		1. *How do we scale this to a broader audience? How do we know that experiences are being shared?*
		2. *Starr has done “gift-panels” that have individual communications teachers share-out in 10 minutes about experience. Maybe can be applied to FLEX*
		3. *Robert – we can make a 5 min. video or “gift-panel” a condition as part of approval.*
 |  | 35 | Information/Action |
| 1. Upcoming and Conference Funding Recommendations
	1. *Jennifer Finnegan from World Language department (part of NEXUS, and using $1,000) interested in going to CALED-CAD Conference. Only $375. plus mileage for driving.*
	2. *Robert stating actionable items:*
		1. *Using NEXUS list send everyone who has 1k to spend this academic year. Ask new instructors to submit your proposals and share timelines for meetings*
		2. *Erlinda – talk to current group also to prepare them for next year.*
	3. *Erlinda moves to approve the CALED-CAD Conference request, Jeffrey seconds, all in favor*
	4. *Robert and Justin following up with Jennifer for reimbursement instructions.*
2. PDAC Mini-Grants for Review
	1. *No items to review*
 | Robert DRobert D | 5 |  |
| **Updates** |
| 1. Staff Reports
	1. *26th of October, Steinberg Hart will come to the committee and interview us for 30min. as part of the Facilities Master Plan.*

*Erlinda Jones makes motion to adjourn meeting, Courtney Diputado seconds, all in favor.* *Meeting adjourns at 3:10PM.*  |  | 5 | Information |
| **Future Meeting Date: TBD** |  |  |  |