**PDAC MINUTES FOR**
**NOVEMBER 21, 2024**

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

**Public:** <https://4cd.zoom.us/j/87042597181>

**Meeting:** 2:00PM – 3:15 PM; LPG 3:15 – 4:00 PM

#### **MEMBERS: 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome
2. Public Announcements
 | Erlinda/Justin  | 5 | Information |
| **Consent Agenda**  |  |  |  |
| 1. Review and Approval of Agenda Erlinda motions to approve, Star seconds, all others in favor
2. Review and Approval of Minutes (10/24/2024)Star moves to approve, Erlinda seconds, all others in favor
 | Erlinda/JustinErlinda/Justin | 5 | Action |
| **Business** |
| 1. Upcoming Conference & Other Funding Recommendations (review proposals)
	1. **Association of Writers and Writing Programs**The team discussed three proposals from the English department for upcoming conferences. The first proposals were from LD, Rachel Rios, and Nico, and they were considering the possibility of matching funds from the district. Jill expressed her support for the proposals, highlighting the importance of anti-racist practices and the involvement of new faculty member Nico.
	2. **Online Teaching Conference**

PDAC also mentioned a previous request from Sara Toruno-Conley for online teaching conference funding, which was recommended to be applied to the district-wide funding. The team agreed to further discuss these proposals and the potential for matching funds. * 1. **Association of College Research Libraries 2025** – Democratizing Knowledge + Access + Opportunities conferenceKimberly Wentworth has requested $2,000 from DVC CTE (Library Tech. Program) The committee agrees to approve, but funding support is available only if the money was also available via DVC.
	2. **Auburn University's Teaching with Artificial Intelligence** Online Course (Caitlin Mitchell)

PDAC proposes funding 10 additional faculty members to take the online course at a cost of $980 total. Caitlin requested funding for the course fees as well as compensation for 5 one-hour meetings to discuss the course. The team suggests approving the course fees but not the compensation for meetings, instead considering variable flex credit for those meetings. Jill asks if the course timeline aligns with the August flex period, but it appears to be a 15-week spring semester course. 1. Update and Discussion on Spring 2025 Focused Flex and Opening Day (Flex Week)

The discussion continued about the upcoming conferences and trainings, focusing on the Spring 2025 flex or focused flex and opening day. The consensus was to extend the focus flex from 9 am to 12 pm on Wednesday, with the possibility of extending it to 1 pm for lunch. The distance Ed committee will lead a discussion on lessons learned during lunch. The AI Task Force workshop was discussed, with potential for two workshops in January and a series of workshops throughout the semester. There was also a discussion about a district-wide AI Summit. Lastly, the team discussed the development of an official policy for AI use, with a focus on avoiding plagiarism and misuse by students.1. Collaboration with IDEA and EEOC Discussion…Continued

Looking at the academic calendar, the group discussed the possibility of a joint retreat with the IDEA, EEOC and PDAC committees, suggesting Thursday the 23rd, during Flex week could work. The group also discussed the potential for a separate retreat if necessary and the need to identify that date.1. Update of Conferences and Summits Conversation tabled for next meeting
2. Update on DWPD and funding opportunitiesConversation tabled for next meeting
 | Erlinda/JustinAll | 3030 | Actions / Discussions$2,000 DWPD matching funds available to check at January Meeting. New district-wide professional development fund of $100,000, could match college allocations for approved activities.Revisit matching funding at January Meeting. May recommend Courtney to also go to conference.Revisit matching funding at January Meeting. Was DVC funding granted?The group agrees to fund the $980 course fees for 10 additional faculty, recommend variable flex credit for the meetings instead of compensation, and suggest the group consider hosting a future flex workshop based on what they learn. Star motions to approve, Jeffrey seconds, and all others in favor. |
| **Updates** |
| 1. Closing and Next Steps

Star motions to adjourn, Jeffery seconds, all others in favor |  | 5 | Information |
| Next Meeting Date: * **LPG: December 5, 2–3:30pm** (review Spring 2025 Flex proposals)
* **PDAC Retreat/Meeting: January 23, 2–3:30PM**
 |  |  |  |