

PDAC MINUTES FOR

December 1st, 2022

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

Meeting: 3:00PM – 4:00PM

Attendees: Erlinda Jones (Chair), Jill Buettner (PIP), Janith Norman, Courtney Diputado, Justin Nogarr, Robert Delgado, Natalie Hannum, Jeffrey Benford, James Madden

Topic/Activity	Lead	Time
<ol style="list-style-type: none">1. Welcome2. Announcements (Public)<ol style="list-style-type: none">a. <i>No public comment</i>	Erlinda/Robert	5
Consent Agenda		
<ol style="list-style-type: none">3. Review and Approval of Agenda<ol style="list-style-type: none">a. <i>Natalie motions, Robert Seconds, All in favor</i>4. Review and Approval of Minutes 10/27/2022<ol style="list-style-type: none">a. <i>Amended changes to item F in previous minutes.</i>b. <i>Erlinda motions, Natalie seconds, All in favor</i>	Erlinda J/Robert Erlinda J/Robert	10
New Business		

<p>5. Equity PD Updates</p> <p>a. <i>Creating a PD newsletter highlighting PD opportunities; PIP, IDEA, PDAC, NEXUS, GROW, USC Equity Alliance are some examples.</i></p> <ul style="list-style-type: none"> i. <i>Research – open rates for email to employee. Purpose: Is the time & effort to create a newsletter outweigh the benefit?</i> ii. <i>Details: Where does it live? With the PD Program Coordinator, final approval by PDAC to be sent campus-wide.</i> iii. <i>Newsletter Audience: LMC Employees</i> iv. <i>Purpose: To inform and educate about PD opportunities through the various groups, and portals employees have access to.</i> v. <i>End of the semester newsletter; Reminder email – When should it be sent out</i> vi. <i>Opening Day – All Faculty meeting to talk about PD opportunities</i> vii. <i>Road show to Classified Senate, Academic Senate, Department chairs, and/or College Assembly. Get feedback! Do people want this newsletter? How often?</i> viii. <i>IDEA: Theme different type of PD each Month. Example – January = GROW@4CD, February = USC Equity Alliance, etc.</i> <p>6. PD Priorities Discussion</p> <p>a. <i>Review of PDAC goal #3 – Objective 2. Intent: To name the various technologies used in the classroom and on campus.</i></p> <ul style="list-style-type: none"> i. <i>Proposal - All LMC employees will receive the necessary training on tools and resources to use relevant technology and learning management programs to succeed in their roles (i.e. GROW, Canvas, E-lumen, etc.).</i> ii. <i>Feedback – Is receive strong language? Or is it trained? Or opportunities to be trained?</i> iii. <i>Charge is to review Goal #3. Connect with Erlinda, Bill to meet with Equity to draft a modified #3 goal.</i> 	<p>Erlinda J/Robert All</p>	<p>35</p>
<p>7. Upcoming and Conference Funding Recommendations</p> <p>a. <i>Ozlem Guclu (CMC^2) – Natalie motions to approve conference funding per district policy expenditures. Jill seconds, All in favor.</i></p> <p>8. PDAC Mini-Grants for Review</p> <p>a. <i>N/A</i></p>	<p>Robert D Robert D</p>	<p>5</p>
<p>Old Business/Updates</p>		

9. Staff Reports N/A 10. Meeting adjourns at 3:57PM, 12/01/2022.		5
Future Meeting Topics: February 23rd, 2023		