**PDAC MINUTES FOR**   
**February 23rd, 2023**

**Zoom:** [**https://4cd.zoom.us/j/81946310524**](https://4cd.zoom.us/j/81946310524)

**Meeting: 3:00PM – 4:00PM**

**Members:** Erlinda Jones (Co-chair), Robert Delgado (Co-chair), Rosa Armendariz, Natalie Hannum, Jeffrey Benford, Jill Buettner, Courtney Diputado, Jim Kolthoff

**Present:** Erlinda Jones, Robert Delgado, Rosa Armendariz, Natalie Hannum, Jill Buettner, Courtney Diputado, James Kolthoff, Jacob Boyle

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| **Topic/Activity** | **Lead** | **Time** |
| 1. Welcome   Introductions: Robert Delgado, James Kohthoff (first meeting), Rosa Armendariz, Erlinda Jones, Courtney Diputado, Jill Buettner, Jacob Boyle, Natalie Hannum   1. Announcements   Rosa Armendariz reminded us of the CCC Pedagogy Conference. Equity and Inclusion are co-sponsors. PIP is participating. PDAC will send a message reminding the LMC community and encouraging them to attend emphasizing presenters from LMC. | Erlinda/Robert | 9 |
| **Consent Agenda** |  |  |
| 1. Review and Approval of Agenda    1. *James Kolthoff makes motion, Courtney Diputado seconds, all in favor.* 2. Review and Approval of Minutes 12/01/2022    1. *Erlinda Jones makes motion to approve after edits. Rosa Armendariz seconds, all in favor. James Kolthoff abstains.* | Erlinda J/Robert  Erlinda J/Robert | 10 |
| 1. Cont. Review PDAC Goals #3 and Objectives    1. Approved re-write of Goal #3. Jill makes motion, Jim seconds, all in favor. Robert, Rosa and Erlinda met to work on PDAC goal number 3. Suggested rewrite:   *“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 (i.e. GROW, Canvas, E-Lumen, Sharepoint, Adobe, etc.).”*   * 1. Some possible objectives:   Identify the technology training needs for the campus: attend senates, survey, other meetings  LMC employees will participate in technology trainings which will result in increased job efficiency and competencies.  Continuous trainings will be offered GROW, Canvas, and ELUMEN learning management systems   1. Review Committee Membership (fill vacancies)    1. *Jacob Boyle from LMCAS, James Kolthoff here and Jill Buettner official members, yay*    2. *One faculty position, Jeffrey Benford has not responded and participated in the special meeting. Natalie Hannum is here until the end of the semester.*    3. *Action item to confirm with interested potential members or do a call-out to senates.* 2. Review of Conferences and Summits    1. *Review of spreadsheet with various upcoming references.*    2. *Rosa Armendariz mentioned that conferences are selling out and we need to be proactive in registering.*    3. *Have registered some students for the LGBTQ+ Summit. There will be watch party in the Student Union.*    4. *PDAC will keep the running list of conferences so that we are prepared at the start of next year.*    5. *Online Teaching Conference-this year we want to send a team. Courtney Diputado let us know we have until May 10 for Early Bird pricing. The committee discussed how to prioritize team membership including Distance Ed and departments (Social Science) that are mostly online. Per Natalie Hannum, departments can determine if they have part-time faculty that should be prioritized. Robert Delgado noted we can use a Google form and add questions to help prioritize. Courtney Diputado recommended funding of Pre-conference workshops. She also mentioned including Classified and Student Services personnel as the conference usually has offering in the areas of student services and outreach. Google form will go out before the next meeting.*    6. *Great Deans Program for early Deans. July 19-21, 2023, Rosa Armendariz seeking PDAC’s endorsement to send a team to this conference. Natalie Hannum suggested sending potential deans such as department chairs.*    7. *Rosa Armendariz noted future conversation on how to build out professional development and take full advantage of ACA and GROW.*    8. *InstructureCon is the Canvas conference in the summer. Courtney Diputado recommends sending faculty. Natalie Hannum noted most of our distance ed funding was paid by CARES or CVC-OEI. There is no separate funding for distance ed and future professional development would come from existing funding.* | Erlinda J/Robert  All | 35 |
| 1. Technology PD Needs    1. Robert Delgado demonstrated how to create a playlist on GROW of professional development activities. James Kolthoff sees a need for GROW, Adobe and using LMC specific technology such as wi-fi, Google authenticator where a playlist would be useful. Natalie Hannum recommends reaching out to Leetha Robertson and Beth Ann Stone to help inform the process for our senior admins. Next steps: connect with groups that already exist on campus, look at GROW for training opportunities including LMC specific items. LMC IT has resources that can be integrated. We may need to create videos specific to LMC. 2. Upcoming and Conference Funding Recommendations   3 new requests   * 1. Lucy Snow      1. *California Conference for the Advancement of Ceramic Art*      2. *Erlinda Jones motions to approve, Courtney Diputado second, all in favor.*   2. Ian Bassett      1. *California Conference for the Advancement of Ceramic Art*      2. *Same conference 2 days. Rosa Armendariz clarified that overnight requests are reviewed individually (distance, agenda).*      3. *Natalie Hannum motions to approve to fund one night, Erlinda Jones second, all in favor.*   3. Julie Lucca      1. *Online Teaching Conference*      2. *Natalie Hannum suggested confirming with her Dean that she is available and the online conference appropriate for her scope of work.*   4. *Update on last month’s Conference Funding Recommendations*   *Danielle Murphy never replied to Robert Delgado’s communication.*  *Rosa Armendariz noted that the forms and process need updating with dates to submit funding requests so that they are reviewed in a timely manner. We looked at a draft calendar where funding requests are submitted one week before the PDAC meeting. Erlinda Jones moved to approve the calendar for funding request. Jill Buettner seconds. All in favor.*   1. PDAC Mini-Grants for Review    * 1. None | Robert D  Robert D | 5 |
| 1. Staff Reports   Erlinda Jones motions to adjourn PDAC at 3:41 pm. James Kolthoff seconds |  | 5 |
| **Next Meeting: April 27th, 2023** |  |  |