# **Local Planning Group for Professional Development (Flex) Minutes**

August 28, 2014, 4:15 - 5:15 p.m.

**ATTENDANCE: Classified present:**

**Faculty present: Out-going Chair** Erlinda Jones, Child Development**;** Janith Norman, Business Faculty; Christine Park, Librarian/Incoming LPG Chair;

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; Dave Wahl, Workforce Development Programs/Office of Instruction

**Classified Present:** Eric Sanchez, Art/Drama/Journalism; Shondra West, Office of Instruction

**Staff Present:** Mary Oleson, Admin. Asst. /PD Coordinator/Staff to LPG; Paula Gunder, ESL Faculty/Professional Learning Facilitator

**Students present:** Hannah Tatmon, Note-taker

**Absent from today’s meeting:** Dave Belman, Dean, Student Services; Michael Becker, IT; Janice Townsend, Child Development Faculty;

# **Note**: PDAC and LPG meetings may be scheduled on the same days; however, the Agendas will be listed separately. PDAC is a Brown Act committee. LPG has invited Classified and Student members to join the mandated six (6) faculty members and six (6) manager structure. While Classified and Students do not have an official vote per UF contract, consensus voting by all members will be the method of input, review and approval. An official vote of faculty and managers will be taken if necessary.

Please take a look at our webpages as we continue to transition all of our documents from InSite to the webpage format.

<http://www.losmedanos.edu/flex/>

<http://www.losmedanos.edu/profdev/>

<http://www.losmedanos.edu/advance/default.asp>

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|  | **Agenda Item** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1. | **Welcome**  **Review Proposed Agenda**  **Public Comment**  **Membership**  **Review of 5/21/14 Minutes** | Erlinda Jones welcomed members to the first LPG meeting of the fall, 2014 semester. Erlinda explained that she became the Interim Chair after past-Chair Clint Ryan was hired full-time at DVC. Erlinda also serves on the PDAC Teaching and Learning and Conference Review subcommittees and accepted the temporary position of LPG Chair until a permanent Chair could be identified. Christine Park has agreed to serve in the position for the 2014-2015 year. An orientation will be arranged by staff for new members interested in attending.  The Proposed Agenda for today’s meeting was approved.  There was no public comment.  Erlinda explained that the membership of LPG is determined by the UF contract which calls for six (6) faculty and six (6) managers. Academic Senate appoints members to LPG in addition to those that are on PDAC. Classified on PDAC (appointed by Classified Senate) are welcome to attend and provide input but do not have an official vote per the current UF contract in effect. The current membership is:  Faculty: Rosa Armendariz, EXITO (on leave for fall, 2014), Paula Gunder, Erlinda Jones, Janith Norman, Christine Park, and Michael Yeong.  Managers: Robin Armour, Michael Becker, Dave Belman, Ruth Goodin, Natalie Hannum, Dave Wahl.  Erlinda gave a brief overview of the role of LPG which is to oversee the Flex review process for LMC. She explained that staff performs many of the day-to-day operations of flex scheduling and logistics, but LPG is the official review body for Flex proposals during Flex week, forms, processes, evaluations, timelines, and college discussions about focused flex opportunities.  The Minutes of the 5/21/14 LPG meeting were approved and accepted by those present. | Welcome and New Chair  Agenda approved.  None  Report-out  Report-out  Minutes approved. |
| 2 | **All Flex/All College Day/Focused Flex: TechFari Evaluation Feedback** | Staff presented the feedback from  <https://www.surveymonkey.com/results/SM-FHS2HW58/>  (you may click on “Comments” to see the open-ended responses).  The survey monkey results for All Flex/All College Day/Focused Flex: TechFari Evaluation Feedback was briefly reviewed and shared with the committee. Members are encouraged to review these results as they represent valuable feedback that can be used for future planning of activities. The TechFari focused Flex, identified by LPG for the fall, 2014 to meet the need to provide information on innovative technologies to the campus, was a very successful event and was well- attended at both the morning and lunchtime sessions, in addition to the multiple strands of workshops. LPG and staff invited college personnel to Chair and coordinate the event with PDAC staff support. The volunteer Co-Chairs were Kim Wentworth, Christine Park, and Melina Rodriguez along with a team of volunteers including Nicole Almassey, Eloine Chapman, Courtney Diputado, Ruth Goodin, Kevin Horan, Jim Kolthoff, Rashaad McAlpin, Mary Oleson, and Debbie Wilson. The team members acted as room hosts, presenters, and logistics engineers and did a wonderful job! Rescheduling of the new on-line Ed Plan workshop was suggested as the program scheduled during TechFari had to be cancelled due to the unfortunate network difficulties on campus/district.  It was suggested that a future Flex workshop could be offered on how to submit a Flex request, how to host a Flex workshop, and provide information on Flex policies/procedures and required forms. In addition, additional workshops suggested are the continuation and repeating of workshops presented during TechFari, and a workshop on participating on Hiring Committees. | Report Out - Follow-up |
| 3 | **Variable Flex Proposal Review for 2014-2015** | The following Flex proposals were submitted for review and Blanket Approval for the 2014-2015 academic year. On-line pre-voting and comments can be viewed at <https://insite.4cd.edu/orgs/caco/lmc/org-llpg/Flex%20Review%20Site/default.aspx>  By LPG members only.   1. lynda.com (Mary) 2. D2L (Mary/Courtney) 3. Contribute Web Management (Mary/Eloine Chapman) 4. Faculty Evaluation Training, 9/4 (Mary/Zilber) 5. Nexus (Ruth)   The above-listed proposals were given blanket approval for the 2014-2015 year.  The following one-time proposals were reviewed for Variable Flex credit.   1. Elevating Diversity Conference-LMCAS (Ruth/Gary-LMCAS) ***- Proposal was approved***. 2. [www.ratemyprofessor.com](http://www.ratemyprofessor.com) (Mary/L.Huffman) - LPG requested that Laurie come and speak at an LPG meeting about the proposal. They would like to know how attendance at the full on-line session will be tracked. They also recommended a Tuesday or a Friday in October or November. It was also suggested that a workshop be offered on “How to Use *Rate My Professor”.* ***Proposal approval is pending.*** | Review and Approval |
| 4 | **MEETING SCHEDULE** | Meeting Dates for 2014-2015 (4th Thursdays, 4:00 - 5:00 p.m.)  ~~August 28, 2014, 2 - 5 p.~~m. Completed  September 25, 2014 - No LPG Meeting  October 23, 2014  No Meeting November due to holiday  **December 4, 2014 (1st Thursday) This will be LPG review day for PL-Flex proposals also**  January 22, 2014  February 26, 2014  March 26, 2014  April 23, 2014  May 14, 2014 (2nd Thursday) | Calendar |