**Local Planning Group (LPG)**

**Thursday, December 4, 2014**

**3:00 – 5:00 p.m. (immediately following PDAC 2:00 - 3:00 p.m.)**

**CO-420**

**MINUTES (Informational)**

**Membership:**

Faculty (6): Rosa Armendariz (on leave fall 2014), Erlinda Jones, Christine Park, Janith Norman, Janice Townsend, Vacant (1)

Managers (6): Robin Armour, Michael Becker (exc. absent) Dave Belman, Ruth Goodin, Natalie Hannum, Dave Wahl (absent)

Staff (Non-voting) (3): Courtney Diputado (exc. absent), Paula Gunder (exc. absent), Mary Oleson, Hannah Tatmon (exc. absent-Student)

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|  | Agenda Item | Action |
| 1 | Welcome and Approval of Agenda: Christine Park, Chair, welcomed the members. The proposed Agenda was approved. | Agenda was approved. |
| 2 | Proposal Review and Discussion: Committee members were asked to review, comment, and vote on all Professional Learning-Flex regular proposals received by the November 11 due date on the on-line review site on InSite prior to the meeting. The committee approved several suggested time changes Ruth Goodin submitted to assist with the flow of the schedule. Christine will contact the presenters to finalize any changes. The Deans also use the on-line site to review Department meetings. Christine will contact the Deans to request completion of their review. Mary will prepare a final schedule and instructions to the campus for the spring, 2015 Professional Learning-Flex week activities. Click on the link for the email and final approved schedule:    [..\..\..\SP15 Flex Folder\Schedule of Professional Learning (Flex) Activities for Sp15 - Shortcut.lnk](file:///\\lmcpitfs1\ged$\Professional%20Development\Flex\SP15%20Flex%20Folder\Schedule%20of%20Professional%20Learning%20(Flex)%20Activities%20for%20Sp15%20-%20Shortcut.lnk) | Proposals were discussed and approved.  The Chair will follow up with Deans for their approval and presenters for any requested time changes.  A final schedule and instructional document will be sent to the campus next week. |
| 3 | Other Business: On-line Review Site  Several members had difficulty in using the review site as they have to toggle between the proposal and the associated voting box. Mary offered to look into restructure the site to increase the efficiency of voting for the members. | Mary to redesign voting site. |
| 4 | Next Meeting: Discussion took place regarding the need for a January meeting. Members agreed that the conversation regarding a Focused Flex should begin early in the preceding semester. A meeting will be scheduled for January 29th, 2015, 2-3:30 p.m. | Discussion/Scheduling of first meeting for SP15 |