# **Professional Development Advisory Committee (PDAC) MINUTES**

# Please visit InSite/Committees/PDAC for copies of all PDAC related documents.

October 24, 2013 2:00 – 4:00 p.m. (No LPG meeting today)

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach; Eric Sanchez, Journalism/Drama/Art.

**Faculty present:** Rosa Armendariz; Erlinda Jones, Child Development; Clint Ryan, Math; Yongmin Zhu, ESL

**Managers present:** Dave Belman, Student Services; Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; A’kilah Moore, Dean, Math and Sciences;

**Students present:** Carlissa Pritchett

**Non-Voting Staff to Committee:**  Mary Oleson, Admin. Assistant/Professional Development Coordinator/PDAC Co-Chair.

**Guests present:**

**Absent from today’s meeting:** Robin Armour, Admissions; Michael Becker, IT; Demetria Lawrence, Student Life; Janice Townsend, Child Development; Michael Yeong, English

# **Note**: PDAC and LPG meetings may be scheduled on the same days; however, the Agendas will be listed separately. Voting on PDAC will be by consensus vote by members present. 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.

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|  | ***Agenda Item*** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1 | **Welcome/Announcements/Approvals of Minutes and Agenda**  **Announcements:**  **District’s 65TH Anniversary Celebration** | Mary Oleson welcomed the group and submitted the Proposed Agenda for the Day. Minutes from the 8-29 and 9-16 meetings are posted on InSite.  ***The minutes were discussed and approved by a majority vote. All were in favor of their approval with a request to add a total to the “expense” section of the 2013-2014 budget document.***  **The Agenda was submitted and approved as written.**  Ruth Goodin updated the group on the District’s 65th Anniversary Celebration being held in December. There will be a showcase of work from each college and there is expected to be good participation from the campuses. In addition, there is a call for nominations for “Unsung Heroes” and Ruth distributed the Nomination form. Michelle Jackson is collecting the many forms that have been received. The President is planning on holding a celebration for all of the LMC nominees.  Yongmin will be teaching on Tuesdays and Thursdays beginning at 4 p.m. in spring, 2014 which may affect his ability to attend PDAC/LPG meetings. | Minutes Approved  Agenda Approved  Report-Out |
| 2  3 | **Report to SGC - Recommended Charges**  **CONFERENCE FUNDING POLICIES AND PROCEDURES** | SGC has requested that Professional Development renew their charges for 2013-2014 and 2014-2015. There was a discussion about activities taking place on campus around professional development and it was decided that new charges will be written and submitted after these activities have taken place. There will be a Roundtable Follow-up discussion on the Student Success Conference on November 8, which had a strong focus on professional development. In addition, there will be a College Assembly in December that will focus on the findings from the Nov 8 meeting. The GE and TLC committees are also discussing professional development. Some of the trending areas of focus include:   * ***How are we including students in the conversation about professional development;*** * ***Researching the creation of Teaching and Learning Center (Faculty Success Center, Professional Development/Learning Center, etc.)*** * ***Plans to create a part-time Faculty Development Coordinator as early as spring, 2014*** * ***A PDAC member requested that “Equity” be added to the language in the charges.***   Eric Sanchez, Conference Review Chair, reported out on the recent work of the Conference Review Subcommittee. The subcommittee (Eric, Rosa, Erlinda, and staff members Ruth and Mary) have created additional criteria, a rubric (internal document) and language.  **New language: Your expense reimbursement will be processed upon completion of your survey feedback and must be submitted within 30 days of your return from the conference.**  Subcommittee members and staff will “clean-up” the form and send it out to the campus. | Report-Out  Follow up Required  New form and policies will be sent out to the campus (Mary). |
| 4 | **Subcommittee Report-outs and Funding Proposals** | **Leadership -** No updates.  **Teaching and Learning -** Nexus is meeting this semester and in spring, 2014. Cindy McGrath is the coordinator for 2013-2014. A representative from PDAC was requested to attend their last meeting but no one was available. Eric and/or Erlinda, and Ruth will go and talk about Conference Funding, Grants, and IDEA, respectively. They will also bring back feedback from the new faculty in attendance about their experience. Discussions around hiring a part-time Faculty Development Coordinator are continuing.  **Teaching and Learning Funding Proposal -** A proposal from Mark Lewis was submitted for a Seminar Series by Dozier-Libby Medical High School Faculty to come to LMC for the purpose of fostering personal connections between LMC faculty and local k-12 faculty, to increase our appreciation for the innovative pedagogy and programs being developed at local k-12 schools, and to expose our faculty to innovative teaching ideas that have already been implemented at these schools. Cost: $500 (2 faculty @ $250 stipend each for 1.5 - 2 hour seminar. A member suggested that refreshments be offered at the event.  Rosa reported that Bob Kratochvil has been talking to local high school district superintendents about doing inter-segmental professional development with them. There is an Educational Collaborative that has met three times with LMC for the purpose of building a stronger college-going culture. The next meeting is November 6, 7:30 a.m. and they will be starting group work. Everyone is invited. President Bob K. is co-chairing these meetings with Don Gill. Ruth also mentioned that Mara Landers has been working via a grant with Deer Valley faculty on professional development for math faculty on common core standards.  ***The proposal was approved for $500 in stipends for Dozier-Libby faculty to present to LMC Faculty on their innovative programming. An additional $100 was approved for refreshments. It was also suggested that Mark Lewis join in the conversations around campus about collaborating with the high schools. The possibility of offering a Flex activity with visiting high school faculty was suggested.***  **IDEA Committee Report-out -** Rosa reported that IDEA has been discussing their focus and is currently considering becoming the Learning Hub around “Equity”. Also, the GE Committee did a Habits of Mind activity last Friday. IDEA would like to continue to “build community.”  **New Employee Luncheon -** The luncheon is scheduled for Monday, December 2 and was planned by the subcommittee of Kathy Cullar, Dave Belman, Eric Sanchez, and staff member Mary Oleson. A “hidden gems of LMC” is being planned and may include the new construction area.  **Technology Subcommittee -** Chair Michael Becker would like to retain a seat on the subcommittee but can no longer Chair the subcommittee. Mary Oleson (past Chair) agreed to arrange a meeting to discuss a new Chair and to continue the discussions of a district and/or local purchase of Lynda.com training software. You can sign up for 10 days free access to try it out. | Reports and  Funding Recommendations |
| 5 | **Focused Flex/All College Day** | Ruth reported that a final decision has been made by the Cabinet to host a focused Flex day on Safety. Ronke Olatunji and Ryan Huddleston will be co-chairing the planning of the day, along with the newly formed Safety Committee. It was also reported that All College Day will focus on Strategic Planning/Directions. |  |
| 6 | **Other Business** | The Staff Lounge was discussed. The majority of PDAC members did not know where it is or had not ever visited it. It was suggested that a visit to the Staff lounge be added to the next Agenda. |  |
| 7 | **MEETING SCHEDULE**  **2013-2014 -All Meetings are in L-105** | Meeting Dates for 2013-2014   |  | | --- | |  | | December 5 | | January 23, 2014 | | February 27, 2014 | | March 27, 2014 | | April 24, 2014 | | May 22, 2014 | |  |
| 8 | **Carry-Overs** | Early Spring Semester Retreat  Recognition  Student Success Task Force  Membership review (May, 2014) |  |