

**Professional Development Advisory Committee (PDAC)**

### MINUTES

October 22, 2015 (2:00 - 4:15 p.m.)

**ATTENDANCE:**

Co-Chairs (staff): Ruth Goodin and Mary Oleson. Staff: Courtney Diputado, Paula Gunder, Janice Townsend, Hannah Tatmon (Student)

Voting Members Present:Classified: Kathy Cullar, Eric Sanchez, Shondra West

Faculty: Erlinda Jones, Janith Norman, Christine Kromer Managers: Michael Becker, Natalie Hannum, Carla Rosas

Absent: Rosa Armendariz

Students Auditing the Meeting for Milton Clarke’s Political Science Class: Erika Lopez, Jaemonte Moore.

Receiving Minutes: Morgan Lynn (Equity PD Facilitator/Staff)

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| **CURRENT ITEMS:** | | |
| **Item #** | Topic/Activity | **Desired Outcome: Information (I)**  **Discussion (D) Action (A) Follow-up (F)** |
| **Welcome -** Mary Oleson opened the meeting at 2:10 p.m. and welcomed the two (2) students (listed in attendance above) who are auditing the meeting for Professor Milton Clarke’s Intro to Government Class. PDAC members also welcomed the Students and introduced themselves. | | |
| Public Comment  * Christine Kromer reported that the Library currently has an on-line subscription to the Chronicle of Higher Education and it is available in hard copy in the Library also; however, the information is up to one month old. There is an opportunity to get the more updated version including the current month for $1,792/year. Is this something PDAC would like to sponsor? Christine wondered if the “Targeted PD Resources Survey” being conducted by Paula indicates if people have identified this publication as a “requested” resource and if this might be something that PDAC would want to sponsor. Paula reported that the survey will close on October 30 and there will be further opportunities for next steps that may address Christine’s question. Paula will bring info about the completed survey to a future PDAC meeting. Janith suggested putting this type of resource as an email reminder so employees know about the resources that are available to them. * Eric Sanchez reported on the many activities that the Drama Department is involved in including the production of “Ole for Hollywood”; “Ruined” (Drama and Honors) at the California Theatre in Pittsburg; Benson Ocen, “I Live Again Uganda”; and Director John Singleton. These programs are being sponsored by the recent Innovations Grant awarded by LMC. Eric asked everyone to keep their eyes open for the marketing of these events. | | |
| **Review and Approval of Agenda:** The Proposed Agenda was presented for approval. Ruth Goodin requested that Agenda items #9 and #10 be switched in order. ***Janith Norman made a Motion to approve the Agenda. Christine Kromer seconded the Motion and the Agenda as presented was approved by all.*** | | |
| **Minute(s) Review and Approval:** The Minutes of the 9-24-15 meeting were reviewed. ***Erlinda Jones made a Motion to approve the Minutes. Janith Norman seconded the Motion. All were in favor and the Motion was approved.*** | | |
| Conference Subcommittee Report and Funding Recommendations  * Integration of Funding processes: Conference Review Subcommittee Chair Eric Sanchez reported that the subcommittee has not met over the past month to continue the conversation about integrating the review process for conference funds from PDAC/EXITO, 3SP, and Equity. They will be meeting in November to look at combining the forms and rubrics for each fund.   Conference Funding Recommendations: Eric presented Laurie Huffman’s request for funding to attend the American Council on the Teaching of Foreign Languages Conference (ACTFL) in San Diego on November 20-22, 2015. $395 is being requested for conference fees and meals. The applicant will pay for airfare, travel, and lodging, which is over $700. Upon approval of the request, PDAC is asking for completion of the PDAC Conference Follow-up survey monkey and a copy of the minutes of the Department Meeting where Laurie’s conference findings are shared. ***Kathy Cullar made a Motion to approve the recommendation for funding up to $395 to the college president to fund Laurie Huffman’s request. Janith Norman seconded the Motion. All were in favor and the Motion was approved.***   * Mary inquired about a request for the FACC Symposium ($60 pp) that was discussed prior to the meeting. Paula reported that this was not a formal request and that faculty that want to attend can contact their Deans for payment from department budgets. | | |
| **New Employee Orientation Planning:** Ruth reported that planning had recently begun for a November 23 luncheon. Mary reported that a call for additional volunteers went to Classified Senate at their last meeting. Senate members thought that Monday, Nov. 23 might not be a good time because it is Thanksgiving week and many people take it off. In recent years, the New Employee luncheon has occurred in the spring semester. Ruth concurred that the luncheon will be planned for February or March, 2016 and will call the group of volunteers together to plan. Kathy Griffin is pulling together a list to review of all new faculty (including adjuncts) and classified who were not hired by the time of the last spring, 2015 luncheon. Volunteers include Carla Rosas, Kathy Cullar, and staff (Mary Oleson and Paula Gunder). | | |
| **PDAC Funding Request: Sugar Sugar-FedUp Viewing (Marie Arcidiacono):** Mary Oleson submitted a proposal from Marie and the PDAC Health and Wellness subcommittee for a viewing at the Brentwood Center on Nov. 2 of the FedUp documentary regarding the dangers of sugar consumption. Funds requested total $368 ($150-faculty prep; $150 food; $60 printing; $8 mileage). Mary stated that a similar event was held at LMC last semester. Members questioned paying full-time faculty for activities as not everyone has been paid in the past. Marie was paid last semester as an adjunct for health and wellness activity development but is full-time now. Eric mentioned that she could get double flex credit. Mary reported that there is a PDAC Compensation policy that can be referred to. Ruth Goodin said she will follow up on this issue and will report out at a future meeting.  Natalie Hannum made a Motion to approve $218 for food, printing, and mileage for the Fed Up activity at Brentwood Center. Erlinda Jones seconded the Motion. All were in favor and the Motion was approved.  ***Janice Townsend made a Motion to approve the Sugar activity for eligibility for Variable flex credit. Carla Rosas seconded the Motion. All were favor and the Motion was approved. (LPG voting took place with the approval of LPG Chair Christine Kromer).***  Mary Oleson requested review of an additional proposal from PDAC Health and Wellness that came in after the agenda was sent out. The proposal, CCCSIG, “Get Fit with It” will be posted on-line for review and approval by PDAC (funding) and LPG (flex credit). | | |
| Equity PD Funds - OEI/@One Rubric Workshop on November 13. Ruth Goodin gave an update related to the August meeting when PDAC approved funding of the OEI/@One (L. Huffman) funding. Ruth reported that Equity PD will share in one-half of the estimated luncheon cost of $700. | | |
| **Targeted Professional Development Resources Survey -** Paula Gunder reported that the survey deadline is October 30 and that there has not been a huge response. She also noted that further steps can be developed after the results are reviewed.  **Strategic Plan Outline/Table of Contents:** Ruth reported that Paula and she have been working some extra time to continue development a Professional Development Strategic plan for continuing input and review by PDAC. Many of PDAC’s previous guiding and planning documents have been used to design the plan currently being developed. Paula handed out a one-page document: *Program Action - Logic Model* and displayed and went over a more extensive power point on the Logic Modeling of an LMC Professional Development plan. (Paula will send out the PPT of the plan after the meeting to PDAC members) for their review and further input. Paula and Ruth indicated that the Logic Model can be modified to reflect input from PDAC members. Paula explained that Logic Modeling can be used for both the planning and implementation phases of the plan. The plan is includes “standards” and PDAC members will be called upon to be “standard bearers”. Comments from members about the plan being developed included:   * This is a lot of work and very impressive! * Janice would like to share the document with Morgan for Equity planning. * Use more common language that fits the culture of the college; plan uses uncommon language. * The plan needs “heart” inserted into it. * There is a “fatigue” of planning processes. The plan needs to be simplified and more useable for all. * Look at how we assess and evaluate in the plan. * Natalie mentioned “wise board” as a comparison to the model of Program Development | | |
| **PDAC Subcommittee Structure (Discussion carried forward from 9-24-15 meeting):** Ruth initiated a continued conversation about whether PDAC should have subcommittees to focus on specific professional development needs. In previous years, PDAC members have completed a chart that lists the campus committees on which PDAC members they serve. Ruth will send the chart out for members to complete. When there were vacant spots, a strategy for communication with that committee would be created. PDAC members’ role was to represent PDAC (along with their primary purpose for being on the committee) and act as a liaison with other committees, creating and maintaining bi-directional pathways for communication. Mary added that PDAC members brought forward PDAC funding requests that may have bubbled up elsewhere on campus by sitting on these committees. Some PDAC subcommittees are no longer needed as needs are now being met through new committees or new staff (e.g. Courtney Diputado for Education Technology). Several committee members (Jones and Norman) suggested that a time-limited PDAC Task Force can be created if there is a special need to address. In some cases, a subcommittee could remain if the need is warranted. (e.g. Health and Wellness). Shondra West reported that Classified Senate discussed having a combined subcommittee at their last meeting and felt that there are already too many committees. They would prefer that Classified Senate get together as an activity and bring forward ideas and suggestions to PDAC for funding or collaboration requests. It was suggested that it be made clear what folks can be eligible for, moneywise.  Mary reported that PDAC members have always brought forward PDAC Resource Requests and the request form has never been promoted or put on the web pages. It was suggested that further discussions occur on how to make the process more accessible in an equitable way.  E***rlinda summarized the discussion by stating that PDAC will have organic subcommittees or task forces, meaning they will come and go as needed (except for Health and Wellness, for now, which is activity-based); the standing subcommittee agenda items will be discontinued.***  ***Janith Norma made a Motion to approve the summary by Erlinda Jones; Erlinda Jones seconded the Motion. All were in favor and the Motion was approved.*** | | |
| **Staff Reports:**  **Paula** indicated the content during the meeting is her report.  **Courtney** has been working on Distance Ed Committees consideration of moving from D2L to Canvas, including the recent workshop hosted by DW-DE committee which featured @One and Canvas. There may be a Monday meeting to address the possible transition. She will be submitting flex proposals for spring, 2016 which may include workshops on smart classrooms and MS Office 365.  **Mary** reported that she has been working on PDAC-LPG meetings (follow-up/minutes/agendas, etc.), coordinating the approval and scheduling of variable flex activities and related details, DW-PD, and meeting with folks about the possibility of scheduling a financial planning/retirement workshop. She has met with Linda Kohler (Senate President), Sandra Mills (Local One), and Andrea Medina, District HR to discuss the implications of hosting a workshop. Andrea was hesitant because the District has never worked with the particular company before but agreed to discuss it further with senior HR management. In the meantime, Mary reported that the particular financial group hosts a 2-session (3 hrs. /ea. session) workshop at LMC every fall and spring and the content of information was comprehensive and valuable for all ages of employees. Paula offered to assist Mary, if needed, in promoting the idea with district also.  **Ruth** reported that she will be working on a job announcement for a project-based faculty member to work on a mentoring program for faculty, managers, and classified. An on-line orientation for adjunct faculty is also be researched and designed. Ruth reported that she and Carla discussed PD with the Management council regarding PD for managers. | | |
| **With no further business (or time), the meeting was adjourned at 4:30 p.m.** | | |
| There will no November meeting due to the Thanksgiving holiday. The next PDAC meeting will be Thursday, December 3, prior to the final LPG Flex Proposal Review meeting of the semester. | | |