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

**October 23, 2014 (2:00 - 4:00 p.m.) CO-420. There was no LPG meeting on today’s date.**

# Please visit the Professional Development Web page for copies of Guiding Documents: <http://www.losmedanos.edu/profdev/docsandlinks.asp> and Committee documents: <http://www.losmedanos.edu/profdev/>

**ATTENDANCE:**

**Classified present:** Eric Sanchez, Art/Drama/Journalism Instructional Assistant; Shondra West, Sr. Administrative Assistant, Office of Instruction

**Faculty present:** Erlinda Jones, Child Development; Christine Park, Librarian/LPG Chair

**Managers present:** Michael Becker, IT/Media Services Manager; Dave Belman, Dean of Student Services

**Students present:** Hannah Tatmon (Minute-Taker)

**Staff present:** Courtney Diputado, Education Technology Trainer; Ruth Goodin, Manager/PDAC Co-Chair; Paula Gunder, Faculty Professional Learning Facilitator/ESL; Mary Oleson, Sr. Admin. Assistant/PDAC Co -Chair

**Guests present:** None

**Absent from today’s meeting:** Rosa Armendariz, HSI/Philosophy (on Leave Fall, 2014); Kathy Culler, Outreach, Natalie Hannum, Dean; Janith Norman, Business Faculty; Michael Yeong, ESL Faculty; Voting on PDAC will follow Brown Act guidelines.

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|  | **Agenda Item** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
|  | **Welcome/Announcements/**  **Approvals of Minutes and Agenda**  **Public Comment/General Announcements**  **PDAC Conference Review Subcommittee Recommendations**  **Our Direction**  **District-wide Professional Development Committee Budget Decisions**  **District-wide Annual Professional Development Survey**  **AB2558/PD Summit**  **PDAC Communication with Other Committees on Campus**  **PDAC Subcommittees** | After a 30-minute delay to establish a quorum, the meeting began. The importance of members arriving on time was discussed. Members reported that many committees on campus have had to cancel their meetings due to lack of a quorum as it is against Brown Act rules to meet and discuss agenda items without a quorum. (<http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf>.    Mary welcomed the group and reviewed the Proposed Meeting Agenda. At the request of a committee member, John Schall’s name was removed from the list of funding proposals as his proposal was reviewed in September. Minutes of the September 25, 2014 Meeting were approved.  Christine made a motion to approve the Agenda and Minutes and Eric seconded the motion. All were in favor and the Minutes and Agenda were accepted and approved.  Ruth thanked PDAC for its work and noted the commendation made by the Accreditation team with regard to professional learning as a culture at LMC and in its teaching and learning practices. She also extended public congratulations to Student Life and the Library for their Accreditation commendations.  3CSN Meeting - Ruth reported that Courtney, Eric, and Ruth will be attending a 3CSN conference tomorrow on Building and Sustaining a Professional Development Program in Redwood City. They will report back at the next meeting in December. Mary stated that she will not be able to attend as she is on “baby watch”.  Eric Sanchez, Conference Funding Committee Chair, reported on the recommendations of the following proposals:   1. Stacy Miller (Adjunct-English) - National Council of Teaching - English, recommend approval of her request ($1,166) to attend the National Council of Teachers in English (NCTE) in Washington, D.C. on November 20-23, 2014. 2. Ryan Pedersen ($1,500) and Matt Stricker ($500) recommended to attend the STEMTech conference in Denver, Colorado on November 8-12, 2014. 3. Christina Goff, Christine Park, Kim Wentworth – recommend approval of $2,000 to attend the Assoc. of College and Research Librarians Bi-annual Conference in Portland, Oregon on March 25-28, 2015.  The Library will supplement the total costs with $600 from their operating budget and will need additional funding of approximately $900.  Christine Park mentioned that Kevin Horan may be able to assist in finding the balance.   ***Dave Belman made a motion to approve the recommendations by the Conference Subcommittee as submitted above; Erlinda Jones seconded the motion. With the exception of Christine Park, who abstained, all were in favor and the recommendations will be submitted to the college president for consideration of approval.***  Prior to voting, a discussion took place on the status of the PDAC Conference Budget and how the money is able to last, being spread over an academic year. Is a percentage budget used? Staff and subcommittee members noted that the budget is updated each month and reviewed by the subcommittee when they are making decisions for recommending funding each month. Last year was the first year the $10,000 allocation cap was reached. The process has been designed over the last four years with the intent that the campus would become familiar with the funding process of “first-come, first-served” and that PDAC funds are a “last resort” to other funds from departments, grants, and program/administrative accounts. As the $10,000 fund neared its cap last semester, the subcommittee instated an individual cap of $1,500/year and $2,000 per any conference and agreed that the budgeting and approval of these funds would be reviewed each year based on recent historical usage. Members who have requested or received funding commented that there is a request/approval timeline published at the beginning of each semester and requestors are best-served by applying early!  Ruth Goodin reviewed the *Approved PDAC Charges 2014-15 from SGC* with the committee members for the purpose of beginning to determine where we need to go next and how. As LMC staff and faculty continue to develop and build professional learning and collaborative opportunities in their departments, programs, and grants, and relationships are built with state-wide organizations and initiatives, PDAC should regularly take time each year to assess its direction and goals. The *On-going Charges* were reviewedand the following questions were raised and observations made:   1. Does PDAC continue to have the responsibility to develop professional development activities or does it only support activities? Are more professional development opportunities needed for managers (Leadership, etc.)? Is its role advisory or as a coordinating and collaborative body? Should staff be reporting out at each meeting to PDAC on their activities as a way to share what is going on with the committee? 2. PDAC continues to develop and improve operating procedures for professional development (e.g. conference funding, collaborative practices, Flex activities). 3. A discussion on the definition of a “program” was discussed. Professional Development is addressed in the Program Review process under the Office of College Advancement’s Program Review and staff has been responsible for its content. This discussion will be continued as the “program” continues to develop. 4. The On-going charge regarding Flex and its related operating procedures was discussed. While PDAC and LPG are separate committees, often their agendas overlap. Over the last 18 months, PDAC and LPG have been transitioning the term “Flex” to “Professional Learning” which is consistent with many community colleges. Approximately ¾ of the membership of PDAC is the same membership for LPG and the discussions are often closely related in content, although the purpose of each committee is somewhat different. Feedback is collected by staff on Flex week including Focused Flex, All College Day convocation and activities, department meetings and individual workshops, as well as conference attendees’ experiences upon their return. This feedback is provided to both PDAC and LPG for planning and assessment purposes.   Ruth suggested that the committee focus on Charges 5, 6, and 7 and that subcommittees could be created to focus on these three (3) charges.  Paula reported that she has been meeting with faculty and listening to their needs. She is also researching mentorships for adjuncts, which has been identified by the Teaching and Learning subcommittee as a priority.  With the addition of two new staff members, and possible new funding streams coming in the future via the Student Success Task Force Professional Development funding, a review of PDAC’s direction is timely and will continue at the next meeting.  Staff reported on the on-going budgeting process at the District committee.  The committee is recommending funds be set aside for:   * Needed safety training in the areas of First Aid, Emergency Response, AED/CPR, Equipment/supplies, and self-defense and is working with District police services and local Safety committees on determination of needs for each campus. * Continued funding of lynda.com for another year which will allow adequate amount of time to analyze and assess utilization by employees. * Mileage reimbursement for travel to and from Job Links. The committee continues to work with District HR on Job Links mileage reimbursement issues. District HR will communicate with all employees prior to the event that they are entitled to mileage reimbursement when attending Job Links. Vanpool services are also offered to employees at each campus. * The Teaching Academy is a program offered district-wide to faculty and has taught classes to faculty and staff in topics such as D2L, Pedagogy, Reading Apprenticeship, and on-line learning. Participation in the program enables faculty to earn credit/points that can move them up on the salary scale. DW-PD has approved providing funding for one more year at a cost of $4,000 to pay the facilitator, Morgan Lynn, who will be repeating the class, Teaching Multi-Lingual Learners, that she taught in spring, 2014. Funding has also been set aside to continue to develop and move the Teaching Academy forward in the years to come. * District Convocation on Innovation - Staff will be participating in a conference call with District personnel on Monday to review planning details for the event to be held on Friday, January 9, 2015 at the Concord Hilton.   Mary distributed copies of the results for LMC (they were also emailed with the Meeting Notice). Mary is the LMC rep on the subcommittee that designs the survey along with other campus reps to create an annual needs assessment which is required to be distributed by state guidelines each year. It was the goal of the survey committee this year to change the format for one year after many years of using an old format and receiving the same feedback each year. The survey design is meant to meet all of the campus’ professional development survey needs and therefore, it has been difficult to customize for each campus. It has been suggested that each campus use the collected data and “drill down locally.” There were 69 LMC respondents, down from a 4 year ago high of 102 but up from last year’s response count of 42. The data collected is used, along with other local information, to design future professional learning activities and to build upon previous activities. The data is much more qualitative this time around and provides a different level of information. One of the goals was to find out where people are finding professional development opportunities outside of the regular channels and offerings. Mary requested that committee members look at the collected responses and be prepared to discuss them at the December 4 meeting. She also requested committee members’ help in providing her with input to take to the DW-PD survey committee for next year’s survey design.  Staff reported that there will be multiple summits on professional development held throughout the state in November--on November 17 in Sacramento and November 19 in San Francisco. Many organizations including 4CSD, 3CSN, Classified Senates, etc. are disseminating the invitations to the event to PD personnel and PD-related committees throughout the state. It appears that the purpose of the event is to share ideas and proposed needs with professional development folks for the purpose of building a state-wide professional development platform that can be accessed by everyone involved in professional development in community colleges in California. Several PDAC members are attending the November 17 event in Sacramento and can report back at the December 4 meeting. Many of the organizers of AB2558 will be attendance and they may share additional information about the bill.  Ruth opened up the conversation about PDAC members’ roles as they hold seats on other committees on campus. There is a list of college committees that PDAC created several years ago. This list included which PDAC members were on each of the committees. In turn, there were report-outs at PDAC meetings so that PDAC could stay informed as initiatives and campus-wide discussions were taking place across campus. Since that time, the campus has grown and many initiatives have homes within grants, departments, or newly hired staff. Ruth would like to look at this list again with PDAC members.  Mary highlighted the recent example of accreditation and professional development being listed as a responsibility in multiple sections and plans under Distance Ed, TAG (Technology Advisory Group), PDAC Tech Subcommittee, and the TechFari Focused flex Planning Committee. During the discussion, Ruth Goodin stated that as the manager, she will begin to work to coordinate these plans and roles on behalf of PDAC. Ruth will send out a request to members with a request to answer 1) Which committees do you serve on? 2) Are you willing to be the PDAC liaison? Once the information is collected, a plan for bi-directional communication and the liaisons’ roles can be developed.  Brief updates were given for each of the PDAC subcommittees.   1. Health and Wellness - no new update 2. Leadership – Paula reported that we are starting a Leadership Community of Practice based on the reading of the book, “Appreciative Leadership”. 3. Teaching and Learning – A meeting of this group will be called in November to continue discussions regarding the PD of adjunct faculty. The committee will watch and discuss a webinar that Paula and Ruth watched as a starting off point. 4. New Employee Orientation lunch - (Subcommittee: Oleson, Belman, Cullar, Sanchez). Ruth will set up a meeting of the planning committee in Mary’s absence in November. 5. Technology - Discussed in Paragraph Two in *PDAC Communication with Other Committees on Campus* 6. Looking In-Looking Out (Diversity/Equity) - A Professional Development Coordinator focusing on Equity is going to be hired with funds from the Equity Plan. | **Follow-up: Make longer**  **Agenda item with allocations for upcoming semesters/years. Dave Belman requested more info concerning allocations and the past practices.**  **Committee members were asked to review the results of the District-wide PD survey and be prepared to discuss at the December 4 meeting.**  **Ruth will send chart of campus committees for PDAC members to complete by indicating on which committees they serve.**  **Ruth will call a meeting of the Employee Orientation Lunch Team.** |
|  | **MEETING SCHEDULE**  **2014-2015**  **All meetings are in CO-420** | Meeting Dates for 2014-2015 (4th Thursdays, 2-4 p.m.)  ~~August 28, 2014, 2 - 5 p.~~m.  ~~September 25, 2014~~  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 Meeting Dates** |
|  | **Carry-Overs** | Student Success Task Force Recommendations on PD  Membership review (May, 2015)  Campus and District Surveys (On-going documents for reference) |  |