

**Professional Development Advisory Committee (PDAC)**

### MINUTES

February 26, 2015

ATTENDANCE:

Co-Chairs: Ruth Goodin and Mary Oleson.

Voting Members Present:Classified: Kathy Cullar, Courtney Diputado (staff), Eric Sanchez, Shondra West

Faculty: Erlinda Jones, Janith Norman, Christine Park, Paula Gunder (staff)

Managers: None

Absent: Rosa Armendariz, Michael Becker, Dave Belman, Natalie Hannum

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| **CURRENT ITEMS:** |
| **Item #** | **Topic/Activity** | **Desired Outcome****Information (I)****Discussion (D)****Action (A)****Follow-up (F)**I, A |
| 1 | Welcome/Public Comment/ Announcements/Review and Approve Minutes  | I |
| **Meeting Topic Notes:** 1. **The Meeting Agenda was reviewed and a Motion was called for to approve the Agenda.**

J**anith Norman made a Motion, and Christine Park seconded the Motion to approve the Agenda for today’s meeting. All were in favor and the Motion was Approved.**1. **Public Comment:**
2. Janith Norman inquired if anyone is on the LMC Accreditation Steering Committee. Janith is a member on the committee and will bring back any relevant information to PDAC. This inquiry is in regard to the Committee Communications agenda item.
3. Eric Sanchez reported on the Drama Departments recent trip with staff and students to the Kennedy Center American Theatre College in Washington. It was once again a very successful visit, with 30 students and 2 Faculty and 1 Staff member attending. Scholarships were received by Zinah Abraha, Ashley Curry, and Marcus Lance to transfer to Central Washington University. The EXITO grant supported faculty and staff’s attendance this year in the amount of $4,500 after a request was made to PDAC. (see detailed Report attached)
4. Shondra West reported that she will be attending the California Community College Council for Staff and Organizational Development (4CSD) Conference in Ontario, CA as the Bay1 regional representative for the California Community Colleges Classified Senate at the Embassy Suites located adjacent to the Ontario airport. Ruth and Mary will be attending as well as members of the DW-PD Committee. The conference is scheduled for April 16-17, 2015 and is titled “Roboot 2015: Re-envisioning & Re-building Professional Development in an AB 2558 World. All members of PDAC are invited to attend the conference with funding being provided by local funds. Please let Mary or Ruth know if you would like to attend: More information can be found at: <http://4csd.cvc.edu/> All 4cd campuses are members of 4CSD.
5. The Classified Senate 10th Annual Chili Cook-off will be held on March 10, 2015 from 11 - 1 p.m. All staff, faculty and students are encouraged to bring a pot of chili to sell. Proceeds support student scholarships each year and is one of the Classified Senate’s largest fundraisers for students.
6. Christine Park announced that Books Alive hosted by the LMC Library is scheduled for April 14, 2015. March 15 is the deadline for staff, faculty, managers, alumni, and community members to submit a proposal to “be a book” for check-out by staff, faculty, and students.
7. **Minute(s) Review and Approval:**

The Minutes of the 12/4/14 and 1/22/15 Minutes were reviewed. A correction was made to page 2 of the 1/22/15 minutes correcting the spelling of 3CSN. A Motion was called for to Approve the Minutes of the 12/4/14 and 1/22/15 Minutes.***Erlinda Jones made a Motion, and Eric Sanchez seconded the Motion, to Approve the Minutes of the 12/4/14 and 1/22/15 Minutes. Janith Norman abstained from voting on the 12/4/14 Minutes as she was Absent from the meeting. All were in favor and the Motion was Approved****.*  |
| **2** | **Communications with Other Committees - Report-outs** | **Share Information with/between other committees on campus relative to professional development topics** |
| Report-outs from PDAC members from other committees:1. EEO Committee - Goodin reported that the EEO Committee is being revitalized on campus. She and Ronke Olatunja are the Co-Chairs.
2. Teaching and Learning Committee (TLC) - Gunder reported that she shared information from the Equity Plan which calls for Assessment training regarding equity for faculty and staff - with particular emphasis on addressing equity issues and increasing equitable outcomes.
3. Equity-Focused Professional Development Advisory Team - Gunder shared a brief overview of the Equity Plan budget which includes $85,000 for equity-focused professional development. An Equity-Focused Professional Development Coordinator will be hired for the 15-16 academic year. The first meeting of the team is scheduled on Friday, March 27. Development of a process for allocating funds is on the agenda.
4. District-wide Professional Development Committee (DW-PD) - Oleson reported that the committee is working on continued improvements to and expansion of the District’s professional learning registration site. She also reported that members from DW-PD will be attending the 4CSD Conference in Ontario, Ca on April 16-17, 2015. Four members of the DW-PD committee are attending a TedX Conference in Napa on Sunday, April 12.
5. Distance Ed - Diputado reported that the committee is continuing to move forward on the development of a Distance Ed Strategic Plan.
6. Academic Senate - Gunder reported that the Academic Senate is currently reviewing its role in professional development. They are reviewing the “10+1” charges; reassigned positions; and, how are people appointed to committees, including the appointment of adjuncts.
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| **3** | **External PD Reports and Announcements** | **Information** |
| 1. **Links 10 -** Diputado, Goodin, and Sanchez attended the Links 10 workshop at Canada College on October 24, 2014. They reported on the “take-aways” from the day which are included in the report presented at today’s meeting. They reported that LMC appears to be on the right track and ahead of many colleges with regard to professional development.

B. **4CSD -** Oleson reported above that there is a 4CSD conference in April which will focus on Re-envisioning/Rebuilding Professional Development in an AB2558 World. Information will be sent to the committee members to see who is interested in attending along with staff.  |
| **4** | **Budget**  | **Information** |
| Goodin reviewed the Budget Update for 2014-2015 which showed a Pending Balance of $8,981. There is currently $11,179 that has been allocated (if all requests are approved at this meeting). Of this allocation, $5,559 has been expended to date. The EXITO grant, led by Rosa Armendariz, was able to pick up $11,611 of expenses of PDAC-approved conference. The grant is currently scheduled to end September, 2015 but is exploring applying for a one-year extension because 3SP funding institutionalized some of EXITO’s positions earlier than expected - leaving a higher fund balance than originally budgeted. If EXITO is extended for an additional year, it will continue to fund professional development activities.  |
| **5** | **Conference Funding Report and Recommendations** | **Action on Recommendations/Follow-up** |
| Eric Sanchez, Conference Review Committee Chair, reported on the recommendations of the subcommittee which were:1. Laurie Huffman: ($200/matching funds from Online Education Initiative) - We cannot recommend funding for Laurie Huffman to attend the Online Education Initiative conference in San Diego, CA on February 20-21st, 2015 since the date has already passed. The funds are to cover a hotel fee for one day. PDAC cannot fund conferences without pre-approval. It was reported that EXITO will be covering this expense.

B.  Diane Ferguson ($1500/matching funds from Robin Armour of $2000) - We  recommend  funding Diane Ferguson to attend and present to the Ellucian Live 2015 conference in New Orleans, LA on April 11-15th, 2015. This conference will cover training on the veterans’ screens within Datatel, as well as targeted workshops for Admissions and Records. Upon Diane's return a report to LMC's A&R will take place and a districtwide share out will follow. On behalf of the committee we ask that the $2000 matching funds from Robin Armour be used first, PDAC will cover the remaining balance up to $1500. The $1500 can be used towards expenses for conference fees, lodging, airfare, meals not included at the conference (max $62.50/day, i.e. is breakfast included?), BART or mileage. C. Mara Landers ($1500) – We recommend funding Mara Landers to attend the National Council of Teachers of Mathematics Conference in Boston, MA on April 13-15th, 2015. Attendance at this conference will support Mara in her presentation on a panel. Mara is also attending workshops targeting Common Core Standards and teaching in preparation for her future role as a professional development coordinator. LMC will be updated through the Math Developmental Education committee, linking Common Core Standards to LMC PSLO's and CSLO's. The $1500 can be used towards expenses for conference fees, lodging, airfare, meals not included at the conference (max $62.50/day, i.e. is breakfast included?), and misc. transportation fees such as train or taxi. ***Co-Chair Oleson called for a Motion to approve the recommendations as presented to PDAC. Janith Norman made a Motion and Christin Park seconded the Motion to approve the recommendations and move them forward to the college president. All were in favor and the Motion was Approved.***  |
| **6** | **Funding Proposals to PDAC**  | **Discussion/Action** |
| 1. Sugar Consumption: The Ugly Truth (submitted by Oleson on behalf of Marie Arcidiacono, Health and Wellness Co-Chair) - a funding request was submitted for $725 to include the movie “Fed-Up”, healthy snacks and water, and stipends for non-instructional time for coordinating faculty (Co-chair Arcidiacono with assistance from Co-Chair Kristen Freeman). Activities will include a screen of the documentary, discussion, Q&A, promotion before the event, and a campus-wide 10-day Sugar Challenge for those interested in participating. Librarian Parks confirmed that she is 99% sure that the DVD can be purchased directly from Barnes and Noble without the need to purchase a more expensive public viewing license. This will significantly reduce the amount of the cost of the DVD. It was noted that faculty can include the time they work on this activity as a Flex obligation rather than paid non-instructional time if they have a Flex obligation owing for the semester. An assessment should be built into the activity.

**Co-Chair Oleson called for a Motion to approve the modified request of $515 - 725 ($400 stipends, $15 DVD, $100 food/supplies). Marie will coordinate the activities and resources. Christine Park made a Motion and Erlinda Jones seconded the Motion. All were in favor and the Motion was approved.** 1. Teaching and Learning materials for Habits of Mind for Nexus Faculty - Paula Gunder submitted a funding proposal for $500 for books and materials for Nexus faculty for spring, 2015. She and Christina Goff will be presenting a Habits of Mind workshop for Nexus faculty during the spring, 2015 semester. Nexus faculty will receive books and copies of materials in binders on topics such as *mindful learning, learning and leading using habits of mind, etc.* Related activities include doing some planning with Richard Livingston and possibly inviting Nexus faculty to take part as a team in the Growth Mindset Experience (Habits of Mind) which begins in May, 2015, and will present at the Student Success Conference in October.

Co-Chair Goodin called for a Motion to approve the request for up to $500 for books and materials for Nexus for spring, 2015. Janith Norman made a Motion and Christine Park seconded the Motion. All were in favor and the Motion was approved. 1. Appreciative Leadership Community of Practice - Paula Gunder submitted a funding proposal for $600 for books to build a “Community of Practice” around Appreciative Leadership. The group will read the book, *Leadership*, and through action research efforts will work towards development of powerful, effective, leadership transformative skills. Meetings would begin in spring, 2015 and continue into future semesters, with the membership expanding along the way. In addition to this request, Paula already purchased 15 books and has been reimbursed by the Office of College Advancement. It was suggested that a journal entry be created to move the expense from the Office of College Advancement to the Professional Development account.

***Co-Chair Goodin called for a Motion to have a Journal Entry done to move the expense from the Office of College Advancement to the Professional Development account. Erlinda Jones made a Motion and Janith Norman seconded the Motion. All were in favor and the Motion was Approved.***1. Teaching and Learning - Ruth Goodin reported that there is a RAP proposal being submitted for the 2015-15 Nexus program. There will also be a funding proposal developed for an on-line support and orientation for adjunct faculty resource but it is not ready to submit yet. Adjuncts will be invited to participate in the design.
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| OLD BUSINESS |
| **7** | **Reports:**  | **Discussion/Follow-up** |
| 1. Convocation Follow-up - Goodin reported that there is an Innovations Proposal process in the works which will be announced in March. There will be two Innovations proposal opportunities: one from the district is for proposals that involve a partnership between two 4cd locations; the other will be a process at each campus.
2. Equity-focused PD Advisory Team - Goodin reported that she brought a recommendation to the January PDAC meeting on a structure for the team which would include PDAC and IDEA committee members. The recommendation went to the Cabinet and they felt that the representation should reflect a broader membership. (See Handout: Equity-Focused PD Advisory Team Membership Roster) A recommendation on a budget and related activities will be brought to the March 26 PDAC meeting.
3. New Employee Luncheon - Cullar and Goodin will be meeting to plan the traditional New Employee Luncheon that takes place each semester to welcome new employees. A luncheon did not take place in fall, 2014 so there will be one in spring, 2015 to give a welcome to all 25 (approx.) new employees by the college president, senate leaders, and representatives from PDAC.
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| NEW BUSINESS |
| **8** | **Reports:**  | **Discussion/Follow-up** |
| 1. Customer Service Webinars - Goodin reported that a series of three webinars around customer service and a culture of service excellence in higher education has been purchased by EXITO for $750. Three (3) managers and (3) classified LMC employees will begin the planning for introducing these webinars to the campus community along with related opportunity for dialogue. Janith Norman expressed an interest in joining this group to help plan.
2. Professional Development Summit - Goodin reported that the PD team (Diputado, Goodin, Gunder,Oleson) and Eric Sanchez, Nick Garcia, and Kim Wentworth met to brainstorm uses for the PD space on the 2nd floor of the Library. Courtney has recently moved into her office which adjoins the space. It was suggested that ideas on the use and design of the space be done by soliciting input from the whole campus. A Professional Development Summit is being planned for Monday, April 6 during the Monday meeting. A document “Proposed Thoughts re: Summit Agenda” was distributed and discussed. (see attached) A suggestion was made that during the summit, small groups could be sent to the space to record their thoughts about the use of the space and what they would like to see in it. Furniture catalogs could be provided to aid the experience in thinking about how we want the space to “feel”. A suggestion was made to provide a schematic that would allow people to “play” with moving furniture around in the room.
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| **NEXT MEETING: March 26, 2015, 2 p.m. - 4 p.m.** |