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

May 21, 2014 (2:00 - 3:00 p.m.)

**ATTENDANCE: Classified present:** Kathy Cullur, Outreach

**Faculty present:** Rosa Armendariz, EXITO; Clint Ryan, Math; Erlinda Jones, Child Development; A’kilah Moore, Dean of Math & Sciences/Umoja Scholars; Janith Norman, Business Instructor;

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; Michael Becker, IT; A’kilah Moore, Dean

**Students present:** Hannah Tatmon (Note-taker)

**Staff present:** Mary Oleson, Admin. Assist. /Prof Learning Coordinator/PDAC Co -Chair

**Guests present during Public Comment:** None

**Absent from today’s meeting:** Dave Belman, Dean, Student Services; Eric Sanchez, Art/Journalism/Drama; Yeong, Michael, English Faculty

# **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 structures. 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**  **Public Comment**  **PDAC Document Retention**  **And Committee Site**  **Membership** | Mary Oleson welcomed the group and reviewed the Meeting Agenda which was approved. Minutes of the March 27 meeting were reviewed.  ***Rosa made a motion and Clint Ryan seconded the motion to approve the March 27 minutes***.  The April Minutes (and Minutes from today’s meeting) will be posted and submitted for review and approval at the next meeting. (August, 2014).  There was no public comment.  Mary Oleson described the various storage options she has been using for PDAC and LPG documents including the old LMC Sharepoint, the LMC Network J Drive, the District InSite, and the recent college mandate to put committee documents on the LMC webpages to satisfy the consistent storage of documents for accreditation standards. Committee members concurred that on-going working documents of PDAC and LPG should be stored on InSite which can utilize permissions for committee members only and to store Minutes and Agendas and other related program documents for public consumption on the LMC Webpages. In addition, Mary stores documents as back-up on the LMC “J” Network drive. Mary will use the college president’s recent email highlighting the desired consistent webpage standards for committees and will also reference the webpage for Planning and Institutional Effectiveness when she updates prepares the webpage.  Ruth reported that the Academic Senate recently appointed two new members to PDAC (LPG). They are Janith Norman (Adjunct Business Faculty) and Christine Park (Librarian). Mary reported that Classified Senate approved Melina Rodriguez (Classified Hourly) for the spring, 2014 semester but Melina did not attend. Her membership will need to be re-approved for fall, 2014. Ruth volunteered to check in with Melina to see if she is still interested. Melina is also co-chairing the Focused Flex on Innovative Technology Planning Committee for fall, 2014 PL (Flex) week along with Kim Wentworth and Christine Park. Rosa will be out on maternity leave for fall, 2014 and Clint Ryan will be working at DVC. Membership for fall, 2014 will be:  Classified: Kathy Cullar, Eric Sanchez, and (1) Vacant position.  Faculty: Michael Yeong (confirmed) , Erlinda Jones, Janith Norman, Christine Park, Janice Townsend (Tentative, LPG)  Management: Michael Becker, Natalie Hannum (replacing A’kilah Moore, Dave Belman, David Wahl (LPG), Robin Armour (LPG)  Staff: Mary Oleson (Classified), Ruth Goodin (Management) | Agenda Approved. Minutes will be approved at the next meeting.  Discussion and Follow-up (Mary)  Report-Out and Follow up (Ruth) |
| 2 | **Faculty Development Coordinator** | Rosa Armendariz, Co-chair of the PDAC Teaching and Learning Subcommittee, introduced Paula Gunder, ESL Faculty, and the newly hired Faculty Development Coordinator (50%) to PDAC Members. Paula stated that the campus has been welcoming her and have many ideas for collaboration with faculty. Discussion ensued about next steps including the possibility of a location. Rosa, Mary, Ruth and members of the Teaching and Learning Subcommittee will meet to discuss next steps in the planning of a professional learning center. In addition, the subcommittee will be planning for weekly workshops for faculty to support them in their roles. | Report-out  Follow-up (Erlinda, Mary, Paula, Rosa, Ruth) |
| 3 | **District Professional Development** | Ruth and Mary are working on project proposals with the District PD Committee. Ruth reported that a proposal may be submitted for the funding of mileage for all attendees for Job Links which does not currently have an approved method for paying for mileage reimbursement district-wide. When Mary has approached LMC Job Links reps in past years about looking at PDAC funding of LMC employee reimbursement for mileage for Job Links, they have indicated that there is not equitable funding for other members of the district and were concerned about equitable policies. | Report-out  Follow-up (Ruth) |
| 4 | **Budget** | The final Budget report will be provided with the Minutes for the May meeting. Ronke Olatunji, LMC Business Director, has indicated that unspent PDAC funds cannot be rolled over to a new fiscal year. It is estimated that there is $2,000 left after all expenditures. A final conference funding budget will be submitted once all attendees have submitted their expense reimbursement requests. It is expected that all of the conference budget will be spent for 2013-2014. | Report-out  Follow-up Report |
| 5 | **Meeting Dates and times for 2014-2015** | Members present agreed to the scheduling of PDAC-LPG meetings for 4th Thursdays, 2-5 p.m. for fall, 2014. The first PDAC meeting in fall, 2014 will be held on August 28, 2 - 5 p.m. Items to include on the agenda: Goals and Objectives, Priorities, Outcomes, SGC Charges, Processes, Budget, Professional Learning Week follow-up, etc. The August meeting will be spent reviewing PDAC’s goals and values and what is working and what is not. Short-term and long-term planning will be reviewed. | Decision  Follow-up (Mary) |
| 6 | **Subcommittee Report Outs** | **Veggie Garden -** Mary reported that the preparation of the employee vegetable garden continues to progress. Lisa McFarland has been scheduling impromptu garden work meetings on Friday afternoons for interested employees. Access to water and locking gates have been completed and they are now waiting on the spreading of compost prior to planting. Mary reported that there are approximately twelve volunteers preparing the garden for planting. Janith Norman suggested that a master gardener be consulted to help out with the project. Gil from Building and Grounds has been serving in the role of the expert consultant as he is the Lead Groundskeeper for the LMC campus and has been doing a fantastic job, volunteering after his work hours.  **Leadership -** Ruth Goodin reported that the plans for a Leadership program for employees at LMC are undetermined at this time but she hopes to see leadership activities continue to be developed in the future.  **Teaching and Learning -** Rosa and Erlinda reported out that they have been meeting with the newly revived subcommittee. Recent activities have included the creation of a job description and the hiring of a new Faculty Development Coordinator for Professional Learning. They have also hosted several focus/discussion groups in May. Food was provided, 18 faculty showed up for the daytime event, and useful input and information was gathered. Faculty provided information on what they would like to learn more about, what can they learn from more senior faculty, and answered questions about whether they felt connected or not. Rosa and Erlinda will share the summary notes from the sessions at the next PDAC meeting.  **Nexus -** Rosa, Ryan, and Ruth met with Kevin Horan and two of the Instructional Deans (Nancy and Natalie) to discuss plans to improve the orientation for part-time (adjunct) faculty. In addition, they are collaborating to find ways to integrate the Orientation and Nexus for both full-time and part-time faculty. Ryan Pedersen and Erlinda Jones have been assisting the discussions also. Answers to questions they are trying to gather: 1) What is important for new faculty to know? 2) What is it that you need to know this semester? They are also breaking it into two cycles. 1) What do you need to know at LMC, and 2) Information on pedagogy, classroom management, and mentorships? In addition, after discussing potential facilitators of the sessions for faculty, it has been determined that past-college President Richard Livingston will be enthusiastically coordinating Nexus for 2014-2015.  **Nexus Funding Proposal:** Rosa submitted a funding program to PDAC to pay Richards a stipend of $1,150 ($1,000 for his time and $150 for food and supplies). The program is scheduled for four (4) two-hour sessions in fall, and four (4) two-hour sessions in spring, 2015. In addition, he will spend time on prep and scheduling, guest speakers, finding mentors, planning and developing (20-25 hours).  Prior to voting and for the benefit of new members present, Mary gave a brief overview of the guidelines PDAC has followed on allocating to and expensing funds from, the PDAC subcommittees. Ruth added that the college is also looking at Nexus as part of the college-wide budget.  ***Clint made a motion and Rosa seconded the motion, to approve the funding proposal for Nexus for $1,150 for the 2014-2015 Academic Year. All were in favor and the motion was approved.***  **Employee Orientation -** Discussion took place regarding a New Employee Luncheon for fall, 2014 should be held. It was recommended by PDAC members that a luncheon be held in the fall and a that the Appreciation lunch in spring, 2015 could also be the Welcome Lunch for New Employees for spring,2 015. Mary Oleson, Kathy Cullar, Eric Sanchez, and Dave Belman have served as the planning team for this lunch in past semesters. A check-in will be done with them in early fall, 2014 to see if they want to continue for 2014-2015.  **Technology Subcommittee Funding Request -** Mary Oleson submitted a PDAC funding proposal request on behalf of the PDAC Technology subcommittee. The funds will support the costs for breakfast, lunch, and supplies for the Focused Flex on Innovative Technology to be held on August 13, 2014. The Technology Subcommittee has agreed to allocate $1,000 of its 2014-2015 PDAC allocation to the event as the goals of the event meet the Technology Subcommittee’s goals and other technology-related needs are currently being addressed by the purchase of lynda.com by the DW-PD committee and by the Distance Ed Coordinator (Kim Wentworth) and the trainings made available for D2L through the Office of Instruction’s coordination. Mary has been sending out notifications and promotional emails to the campus regarding lynda.com. In addition, there are plans in the works to provide informational workshops in fall, 2014 at Department meetings, Management Council meetings, and Senate meetings, in addition to a Go To Meeting - Overview of lynda.com scheduled during the Focused Flex Day. Ruth suggested that PDAC members take time to log-in over the summer and share their experience with others. In addition, she suggested that that there might be a prize for the PDAC member who logs on the most! Mary will be sending out emails to the campus prior to summer to encourage employees to log-in and take a look. Mary is the campus administrator and can monitor usage including number of hours viewed, videos and courses viewed, and certificates completed.  ***Michael Becker made a motion and Erlinda seconded the motion to approve the funding requested submitted by the Technology Subcommittee for up to $1,000 for breakfast, lunch, and supplies for the Focused Flex Day on Innovative Technology. All were favor and the motion was approved.***  **Looking In - Looking Out (LILO) -** Ruth and Rosa reported that the LILO planning team held a dinner meeting in early May and plan reconvene and continue planning in the fall.  **Conference Review Subcommittee -** The Conference Review subcommittee did not have any funding proposals submitted in May. The committee will be discussing conference attendance evaluation and share-out follow-up at their next meeting. The final year-end budget will be submitted with the May, 2014 minutes. | Report-Out and Follow-up (Rosa/Erlinda)  Report-out  Review, Discussion,  Approval  Report-out  Follow-up (Mary)  Discussion,  Recommendation,  Approval |
| 7 | **MEETING SCHEDULE**  **2013-2014**  **All meetings are in L-105** | Meeting Dates for 2013-2014:   |  | | --- | | Meetings completed for Academic Year |   Meeting Dates for 2014-2015 (4th Thursdays, 2-5 p.m.)  August 28, 2014, 2 - 5 p.m. Location to be determined |  |
| 8 | **Carry-Overs** | Recognition  Student Success Task Force  Membership review (May, 2015)  Goals and Objectives, Priorities, Outcomes, SGC Charges, Processes, Budget, Professional Learning Week (Flex) follow-up, etc.  PDAC Compensation Policy (Faculty, Managers, Classified, Stipends, etc.) |  |