

**Professional Development Advisory Committee (PDAC)**

### MINUTES

August 27, 2015

**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: Christine Park

Managers: Natalie Hannum, Carla Rosas

Absent: Rosa Armendariz, Michael Becker, Erlinda Jones, Janith Norman

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)** | | |
| 1 | | | Welcome/Public Comment/ Announcements/Review and Approve Minutes | | I, D, A | | |
| **Meeting Topic Notes:**   * Mary Oleson opened the meeting at 2:10 p.m. * **Review and Approval of Agenda:** The Revised Proposed Agenda was presented for approval. Items 7&8 were switched in order and this change was reflected in the Revised Agenda. ***Christine Kromer made a motion to approve the Agenda. Eric Sanchez seconded the motion and the Agenda as presented was approved.*** * **Public Comment:** Mary shared the PDAC quilted tablecloth created several years ago. Members designed squares depicting their vision in answer to the question “If PD were a bus, what would it look like?” She then shared the new professionally designed tablecloth purchased with DW-PD funds, red in color, with the District and campus logo, and the words “Learn, Engage, Share, Innovate”. She pointed out how the tablecloths are a visual of how the program continues to grow and become an integral part of all we do at LMC.   Ruth added that she is excited about the upcoming opening of the new Professional Learning space on the 2nd floor of the Library, the additional funding available that includes professional learning in relation to equity and student success. She also reported that the PDAC Health and Wellness Boxing event and the CPR class for Custodians held in late spring were great successes.   * **Welcome and New Members:** Carla Rosas, 3SP Director, is replacing Dave Belman as a management member on PDAC. Carla will also be a management representative on the Local Planning Group for Flex (LPG) since Dave’s membership included both committees. Janice Townsend who is currently a voting LPG member, will be attending the PDAC meetings as the Equity Professional Learning Facilitator as “staff”. Morgan Lynn is also a new Equity Professional Learning Facilitator (staff) and will be receiving minutes of the PDAC meetings but will not be attending due to a scheduling conflict. Hannah Tatmon was introduced as a Student Worker in the Office of College Advancement, minute-taker, and a welcome student voice on PDAC. (PDAC continues to wait for an official representative from LMCAS). Mary explained that LPG only meets 2-3 times per semester and its main function is to plan for Professional Learning Week (Flex), discuss policies and provide state-mandated pre-approvals related to flex credit for the various types of Flex during the year. Often, PDAC and LPG meet on the same days, with LPG following immediately after PDAC. PDAC is a Shared Governance Committee and adheres to Brown Act guidelines. LPG is not a Brown Act Committee but its membership is mandated by Title 5 and the UF Contract.   Ruth extended an invitation to new members to join the Co-Chairs (Mary and Ruth) for an overview of PDAC and some background history.   * **Minute(s) Review and Approval:** The Minutes of the 5/14/15 meeting were reviewed. ***Christine Kromer made a Motion to approve the Minutes. Eric Sanchez seconded the Motion. All were in favor and the Motion was approved.*** * Paula Gunder, a staff member, asked if staff could also vote as part of the official voting for PDAC. Ruth Goodin responded that while all members and staff are encouraged to provide input and unofficial voting, official votes are taken from the Academic and Classified Senate representatives, as well as the Management Council appointees to PDAC.  |  |  |  | | --- | --- | --- | | **2** | **PDAC Budget 2014-15 and 2015-16** | **I** |   Ruth Goodin reported on the 2014-15 budget, stated that as of last May, we had not expended all of our funds. In order to spend down the PDAC accounts and accurately reflect PD expenses for future years’ budgeting, several expenses that were originally approved and funded by EXITO, were charged back to PDAC. At that time, EXITO was ending in September, 2015. Since then, EXITO has been extended another year, to September 30, 2016. Adjustments totaling $3,840 were charged back to PDAC, ultimately spending all of the PD funds allocated ($21,000). The 2015-16 budget allocation will include $12,500 from District, and $7,600 from the local President’s fund for a total of $20,160 approx. These funds are used for PDAC conference funding and subcommittee/special project allocations. Additional funds for professional development are also included in the extended EXITO grant for 2015-Sept. 2016 ($30,000 - Paula as the PF Facilitator is recommending a plan for activities), the Equity Plan ($35,000) and 3SP (expenses TBD). PD funds are also available from Perkins and STEM. Ruth indicated that it is a goal of the department to ensure that funds for professional development are institutionalized for future years.   |  |  |  | | --- | --- | --- | | **3** | **PDAC Conference Funding** | **Information/Follow-up** | | Eric Sanchez, PDAC Conference Review Chair, reported that there are no funding proposals presented for review for August. There was a proposal submitted in June that was not recommended for funding to the college president. The proposal was submitted by an employee of the Chemistry lab and did not appear to fit PDAC’s professional development funding criteria, seeming to be more of a departmental need for Hazmat and the care and storage of hazardous materials. The college president accepted the recommendation and also denied the request. Eric also reported that there is a need for the subcommittee to have a conversation about combining the PDAC conference funding process with the Equity and 3SP conference funding process, similar to the process that was used with EXITO, creating criteria and a form that will accommodate all funds. Rosa is a PDAC member and also sits on the Conference Review subcommittee, reviewing conference requests and approving requests that may be a good funding fit for the EXITO grant. Representatives from Equity and 3SP will be invited to meet with the Conference Review Subcommittee to determine if a single form and process can be designed to include PDAC, Equity, and ESP conference applications review and approval of funding. The criteria developed by the PDAC Subcommittee is included on the application form. Suggestions will be presented at the PDAC meeting in September. | | | | **4** | **AB2558 (Student Success Act and PD Update)** | **Information** |   Mary Oleson reported that professional development funds did not appear in the Governor’s budget as a line item. These funds, totaling approximately $22,000,000 would have provided direct state-wide funding for professional development days at community colleges. While the State Chancellor’s office supported the Assembly bill 2558, it did not pass at this time. It is expected that the bill in some form will return for budget consideration again in the coming year. Mary Oleson asked Shondra West if she had received any further information via the California Community College Classified Senate (4CS). Shondra had not heard of any updates over the summer but agreed to act as a liaison with PDAC and 4CS on this topic. Ruth is also in contact with Chancellor Benjamin regarding professional development. | | | | | | | |
| **5** | **PD Funding Proposal: On-Line Education: @One/OEI Workshop and Lunch - Laura Huffman** | | | I, D, A | | |
| Mary brought forward a PDAC Funding proposal for $700 for lunch (based on 50 estimated attendees) from Laurie Huffman who would like to host a workshop and lunch presented by @One and the On-line Education Initiative on the Design Rubric for the evaluation of on-line classes. @One has developed a fully on-line Instructor Certification Program which also includes a 508 Accessibility component. The workshop will include Assessment, Student Engagement, Creative Module Design, Sharing of Ideas, and Concerns and Challenges related to the topic. Current on-line instructors can bring their on-line class curriculum and use the Rubric to find out how closely their courses align with it. Lunch will be provided and all 4CD campuses will be included in the invitation. The date of the proposed workshop/lunch is Friday, November 13 or 20, 2015. The Distance Ed Chairs and Courtney Diputado, Technology Training and Development Coordinator, have been notified in advance of the proposal being submitted to PDAC regarding the activity.  C***hristine Park made a Motion to approve the funding proposal for the On-line Education Workshop and Luncheon for $700 for approximately 50 participants from across the District to attend and have lunch on November 13 or 20, 2015. Kathy Cullar seconded the Motion. All were in favor and the Motion was approved. It was also noted that Ruth Goodin will find out if the Equity PD funds can share in this expense and will report back at the September meeting.***  It was also suggested that future PDAC Funding proposal forms include a checkbox to approve the activity for Variable Flex as well to simplify the process. Christine Kromer will take the suggestion to LPG for consideration. | | | | | | |
| **6** | **Draft PD Strategic Plan Outline** | | | I, D, F | | |
| Ruth Goodin presented the Draft PD Table of Contents for the Strategic plan to PDAC for their review and comments. She and Paula Gunder have been appointed by PDAC to write a plan combining current research, input, and current PDAC documents: Mission, Guidelines, PD Outcomes (add Vision per Goodin), 2013-15 Goals and Objectives. Paula commented that the Standards (1D) will drive and support the Components (B2). Comments, suggested additions, and discussion of important components included: (name of commenter in parenthesis)   * Goals and Objectives (Goodin/Gunder) New objectives will be solicited from PDAC as well as presented to PDAC for reactions and solicitation of additional ideas. Measurements will built into the objectives. * Time Allocation - this should be clarified on its meaning. (Oleson) * Personal Commitment (Townsend) Paula mentioned the concept of Personal PD Plans. * Institutional Commitment (Oleson) * Section II should read Section III (Goodin) Ruth explained that we currently have in place a Work plan with Objectives and Goals for 2013-15 and it is time to update it for 2015-17 in Section III-A. This will be reviewed at the next meeting in September. * Integration of Plans (Gunder) Paula suggested beginning the work of integrating our plan to support the Strategic Objectives using the Logic Modelling process of systematic input. An outline of Logic Modelling will be presented at the next meeting in September. * PD on Assessment (Townsend) * Build Assessment and Evaluation into PD Activities (Goodin and Oleson) - Discussion on the need to look at survey data (Student Satisfaction Survey, SENSE, District-wide PD Survey, Local Workshop Evaluation Input, Conference Attendee Feedback, etc. It is difficult to assess qualitative feedback. (Hannum) Mary’s notes say Take Out #6: Assessed and Evaluated * Mission (Goodin) - It is time to look at the PDAC Mission and update it. Paula suggested adding the word “Program” to the Mission document. Mary will send it out for review prior to the September meeting. * Office of College Advancement Program Review (Oleson) Mary suggested that the department’s Program Review section on Professional Development be reviewed for integration with PDAC documents. * Senate approvals of all PDAC documents (Townsend) Janice noted that the new documents should be submitted to the appropriate other Shared Governance Committees (e.g. SGC, Senates, Idea, etc.)   The current Mission statement will be sent out prior to the next meeting for you to review and be prepared to comment on at the next meeting.   |  |  |  | | --- | --- | --- | | **7** | **PD Space Update** | I, D, A, F | | | | | | | | |
| Ruth Goodin reported that plans are proceeding for the opening of the Professional Development space on the 2nd floor of the Library in November. (Note: in 3-5 years PD will be housed in the current Cafeteria). A color palette has been selected and furniture is being ordered. Paula Gunder shared some of the technology that is being included in the space based on input from the community. There will be “idea paint” on the walls which will turn them into whiteboards. PDAC’s input will be sought regarding uses of the space and scheduling logistics. In addition, a name for the Center is being considered “the APPPLE” A Place for Possibilities, Professional Learning, and Engagement. While Paula likes, the idea, she is open to holding a contest to choose a name. PDAC members were in support of holding a naming contest. PIE (Professional Innovation and Engagement) was also suggested. A member suggested that two to three ideas could be shared with the community and other ideas solicited and then sent forward for voting and selection. Paula will take the lead on the naming contest with assistance from Ruth and Mary. Courtney Diputado reported that her office (Educ. Tech) is next to the PD space and will mirror the “classroom refresh” technology currently underway in select areas of the college (i.e. podium, control panels, extra work stations, etc.). Ruth Goodin noted that many of the plans in the 2009 report to SGC regarding professional development are currently underway, including the hiring of staff (e.g. Ed Tech Trainer: Courtney) identified in the original plan. | | | | | | | |
| **8** | | **PD Staff Foci (Diputado, Goodin, Gunder, Oleson, Lynn, Townsend** | | | | I | |
| Paula Gunder - Paula reported that she is working specifically on the PD space and the Plan **Mary Oleson -** Mary reported that she is working on Flex follow-up evaluations, attendance documentation, PDAC Chair duties, LPG Admin Support (including Variable Flex coordination), Office of College Advancement administrative duties and other related duties. Mary would like to see ZOOM capabilities (virtual meetings) provided for at the campus. Laurie Huffman gave a Flex workshop on ZOOM and Mary found it to be very effective for on-line meetings.  **Janice Townsend -** Janice has been working on Focused Fridays, a series of Fridays during the fall, 2015 semester scheduled in follow-up to the FA15 Focused Flex on “Equity in Action: Strategies and Practices”. Friday, September 11 will feature a workshop in which counselors and faculty will meet, using newly created LMC degree checklists, aligning the correct information for each degree pathway. A booklet was provided during the Focused Flex workshop in August titled “LMC’s Student Success Factors” Workbook which was created from student forums where the question was asked “What did your teachers to that helped them to be successful?” The booklet was created using “The Six Success Factors” generated by the RP Group. Faculty can use the book to evaluate how well they do the ideas outlined in the booklet. In October (October 16 tentative) Tamara Green, Classified Staff, Admissions, will lead a workshop in creating a similar booklet for Classified. Michelle Mack, Haydee Lindgren, and Rosa Armendariz, will also run a workshop this semester addressing equity and leadership. Michael Yeong will be hosting a workshop as part of the series on “Why Race Matters”. Janice also mentioned that the IEP program, funded by the State Chancellor’s office, will be addressing the *Six Student Success Factors* for teams from community colleges. Janice would like to see if Morgan, Janice, and Tamara can attend on behalf of LMC.  **Ruth Goodin -**  Ruth reported that she will be focusing on the following priorities: a) Adjunct Faculty and on-line support training, b) Mentorships for all employees, c) Classified Staff, finding space and time for PD  **Courtney Diputado -** Courtney continues to work on D2L training and support for faculty, and the addition of hardware related to educational technology to both her office and the adjacent space, the Professional Learning Center. | | | | | | | |
| **9** | | **PDAC Subcommittees** | | | | I, D, A, F | |
| Ruth gave a brief overview of the PDAC subcommittee structure used over the last five years. PDAC conducted much of its work through subcommittees in the areas of Teaching and Learning, Technology, Orientation, Leadership, Conference Review and Health and Wellness. PDAC did not include an Equity committee, but supported using an equity lens throughout all of its programming and activities. Mary Oleson added that PDAC also used the subcommittees as a way to allocate the PDAC budget equally between the committees. The subcommittees submitted funding proposals for professional development activities within their committee’s interest or focus. The subcommittee members included members of PDAC as well as members of the LMC community at large. PDAC’s philosophy was to reach out via the committees (and other means) to provide numerous opportunities for the campus to engage in professional development, while not being required to be a PDAC member. Discussion took place about who should be “doing” PD. Staff or PDAC. Should PD should be centralized or de-centralized. How should PD be prioritized? Should PDAC still operate using subcommittees? If so, which ones should remain and which ones should dissolve? Is there another committee filling this function now? Is there a new committee needed? There was discussion about the “infrastructure” of PDAC members on other committees across campus, rather than the continuation of subcommittees, as appropriate. This discussion will continue at the September 24 meeting. | | | | | | | |
| The meeting adjourned at 4:07 p.m. | | | | | | | |