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

# Please visit InSite/Committees/PDAC for copies of all PDAC related documents.

August 28, 2014 (2:00 - 5:00 p.m.)

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach; Eric Sanchez, Art/Drama/Journalism; Courtney Diputado, Vice President's Office

**Faculty present:** Erlinda Jones, Child Development; Natalie Hannum, Dean of CTE and Social Sciences; Janith Norman, Business Instructor

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; Dave Wahl, Workforce Development Programs/Office of Instruction;

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

**Staff present:** Mary Oleson, Sr. Admin. Asst./PDAC Co -Chair; Christine Park, Librarian, LPG Chair; Paula Gunder, Faculty Professional Learning Facilitator/ESL

**Guests present during Public Comment:** Annica Soto, Student Services, Kiran Kamath, Office of Planning/Institutional Effectiveness and Iris and Keith Archuleta

**Absent from today’s meeting:** Dave Belman, Dean of Student Services; Rosa Armendariz, HSI/Philosophy

# **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/New Members**  **Public Comment**  **Announcements**  **Past, Future, Present - Review of Guiding Documents**  **Our Direction: College Goals/Strategic Directions**  **Budget Update**  **Webpage(s) Update**  **Past, Future, Present:**  **A review of Guiding Documents**  **PDAC Subcommittee**  **Report-outs**  **PDAC Subcommittee**  **Report-outs, Continued**  **District Convocation on Innovation**  **District Convocation on Innovation, continued** | Mary welcomed the group and reviewed the Meeting Agenda which was adjusted: Item #s 2 & 3 were moved to follow #4. Minutes of the April and May meetings were reviewed and approved.  ***Paula Gunder moved to approve the Agenda and Minutes and Janith Norman seconded. All were in favor and the Minutes and modified Agenda were accepted and approved.***  Introductions and Welcomes were made to the new members – Christine Park, Janith Norman, Courtney Diputado and Paula Gunder. They will be elaborating on their roles during the next meeting. A third Classified representative is currently being identified by Classified Senate.  There was no public comment.  Ruth Goodin reminded PDAC members to attend the upcoming Brown Act Workshops if they are members or chairs of a shared governance committee. Both of the PDAC chairs will be attending as PDAC receives an annual charge from the SGC, requiring that it follow Brown Act procedures.  Ruth began the discussion by highlighting the book published by the Contra Costa College District. In the book, past-President Richard Livingston talks about the long history and importance of Professional Development at CCCCD and LMC going back to 1974. There are some excellent quotes in the book including one by Chet Case. Ruth displayed a flipchart she had saved from a meeting held five years ago dating back to 2008 held by the Professional Development Advisory Task Force, with several of the original founding members still on PDAC today. The Task Force created a plan and an organizational chart representative of the needs they identified for a comprehensive professional development program at LMC. In addition, the Report to SGC (dated 5/09) was displayed for reference. It was noted that the components and original plans are coming together this year. Based on the org chart, while the faculty component was proposed for stipends to be paid to multiple faculty development leads, a 50% time Faculty Development Facilitator for Teaching and Learning has been hired for one year. In addition, the proposed Education Technology Trainer has been recently been hired and the group welcomes Courtney Diputado, whose current focus is on D2L training. In addition, Mary Oleson continues in an out-of-class assignment as the Professional Development Coordinator (Classified) who also manages the related additional duties of Flex coordination and PDAC Co-Chair.  We are beginning to meet and make plans for a PD Learning Center in the library, ~~to be located~~ where Kiran’s office is now.  Small tokens of appreciation were given to everyone who has played a historical role in creating the vision, those that have moved the vision forward, and for the new team members who will help continue to create and improve the vision for PDAC for LMC. The Mission, Goals and Objectives, PD Outcomes and the SGC Charges for 2014-15 were briefly reviewed. PDAC will continue to refine and modify these documents in the future.  Kiran Kamath introduced Iris and Keith Archuleta and explained that they are helping the Office of Planning and Institutional Effectiveness review and revise the proposed LMC Strategic Plan with the campus. They are meeting with different individuals and committees to review the plan in its current version so that it best represents LMC. Keith gave PDAC members a brief overview of their goal for today which is to review the section on professional development (Section #4) in the Strategic Plan draft and to collect any suggestions for adjustments to the content from committee members. He explained that they look at all levels of strategic planning and from all points of view to create a document that best represents LMC. Ruth and Natalie commented that professional development has been included in the strategic planning discussions. LMC appears to value professional development and supports additional resources towards it and participation in it. Keith highlighted Section 4.3 and the committee spent time reviewing the bullet points in the section. Committee members comments and questions included:   * Who is the lead or director of this and how is it going to work? Is the plan realistic as it moves forward? Economic resources must be considered along the way. * Needs of the community in addition to LMC’s identified needs should be considered also. The needs trained employees for industry and employers should be considered. * Fostering equitable outcomes should be considered. * Efforts to crosswalk with all other departments, committees, and grants should be considered.   Kiran asked that additional comments can be sent to her and she will forward them to Keith.  Ruth went over the current budget for 2014-15. We continue to receive $12,500 from the district and $7,660 from LMC. Historically, $10,000 has been set aside for LMC employee conference funding. The remaining amount has been split equally among the PDAC subcommittees and spent as each subcommittee submits proposals for projects or activities. Not every committee spends all of its allocation and there has been room for adjustments and transfer of funds to other PDAC subcommittees based on need. A 2013-14 Year-end report will be provided at the September meeting after the books have closed. $2,150 of the 2014-15 budget has been set aside for Nexus. $1,000 for TechFari held in August, 2014 was set aside by the PDAC Technology subcommittee.  Mary reported that the webpages have been recently updated since all information that used to be stored on Insite will now be accessible by the public on our webpages located at: <http://www.losmedanos.edu/profdev/>. It was suggested that Professional Learning be added to the A-Z directory.  Ruth went over the SGC on-going charges as well as the charges for 2014-201 which were recommended by PDAC to SGC and accepted and approved. She also reviewed the Mission, Goals, and PD Outcomes. Time will be set aside at a meeting in the near future to review these documents and continue planning around them.  **Health and Wellness -** Chair Annica Soto was present to announce the Brentwood Turkey Trot which will be held on Thanksgiving day at Freedom and Liberty High schools. LMC will be donating money and encouraging staff and students to participate. Danielle Liubicich and Sharon Wellbrook have been helping promote the event at LMC. The event starts at 8:00 a.m. and the cost is $30 before September and $35 after September. Proceeds will be used towards the athletic programs at each of the high schools. There will be goodies and t-shirts handed out as part of the entry fee. They are also discussing doing some LMC track-walking, with departments and students and possibly a 5k event. A “Color-Run” is also being considered. Annica will be sending out a Health and Wellness newsletter very soon which will include information on upcoming Flu Shot Day on September 16, and other information geared towards employee health.  **Teaching and Learning -** Erlinda (Chair) and Ruth reported that the subcommittee met and held several activities late last spring including: “**SP14-46B Connecting with Part-time Faculty – A Focused Conversation on Professional Learning. Approved for Variable Flex Credit”** which was described as a way to “Help LMC help you! Share a meal with your colleagues and discuss ways that LMC could help you grow as a faculty member. Join us for a conversation centered on the part-time faculty experience at Los Medanos College (LMC), hosted by the Professional Development Advisory Committee (PDAC) Teaching and Learning Sub-Committee. The conversation will help LMC form a better picture of how the college can support the professional needs and growth of part-time faculty. Clint Ryan (now at DVC) and Rosa Armendariz (Chair) worked on this event which was well-attended. It was offered at two different dates and time, once in the evening and once during the day. Information was collected on meeting adjunct faculty needs and was shared. Food was provided and discussions took place on **Teaching and Learning, continued:** what things would assist adjuncts in being more engaged with the campus. Adjuncts continue to be a focus of the Teaching and Learning subcommittee. The job description for the Faculty Professional Learning Facilitator (Paula’s position) was developed and approved for a 50% release time position for 2014-2015. $2,100 has been allocated by the committee for 2014-2015 for Nexus, a series of classes for new full-time faculty that will be led by Richard Livingston this year.  **New Employee Orientation Lunch-** Eric Sanchez reported that a New Employee Lunch is organized each semester for all new employees. The President and senate leaders are invited to say a few words in an informal luncheon format. Small token gifts and LMC “swag” are given to the new employees. Tours have been given over the last several years to Learning Communities and other interesting places on campus. Last year, a larger number of participants were lost on the tour due to a delay in the start of the tour and other obligations. Each stop along the way is scheduled with the host and it is important the luncheon timeline and tour timeline be stuck to. It has been suggested that the attendees be encouraged to clear their calendars for the entire 2 hour timeframe, including lunch and the tour. An open-house was suggested. The planning subcommittee (Eric, Kathy, Dave B., Erlinda, and Mary, need to be pulled together for a fall, 2014 luncheon. Last spring, 2014, the luncheon morphed into an Appreciation luncheon and week. There were many others involved in the planning of that activity, which included special acknowledgement of new employees for spring. Plans should also begin early in the spring, 2015 semester for Appreciation week which takes place in April, 2015. It was suggested that a Flex workshop be offered to all new faculty. In addition, a Flex workshop on Flex for the whole campus has been suggested in other venues.  **Technology Subcommittee-** Mary Oleson is the Interim Chair until a replacement can be identified. Last spring, 2014, the committee agreed to allocate $1,000 of its 2014-2015 allocation to fund expenses for TechFari held during flex week in August, 2014. Mary mentioned the possibility of inviting the Tech Fari planning team to integrate into the PDAC Tech Subcommittee. Follow-up activities could be planned by that group. Mary will follow up on this with the Tech Fari team.  **Looking In - Looking Out -** Ruth reported that the LILO group had dinner together and will reconvene soon to talk about next steps. Michael Yeong and Theo Adkins presented a Flex workshop about the topic in August titled “Cracking the Codes” which addresses unconscious bias.  The structure of the subcommittees and a discussion about if the current ones are continuing to meet the needs of PDAC’s Mission and Goals will be discussed at the October meeting. (Ruth will not be at the September meeting.).  Helen Benjamin, Chancellor; District staff, and members of the DW-PD committee will be hosting a district-wide Convocation on Innovation on Friday, January 9, 2015 in lieu of the traditional All College Day activities at each campus. LMC’s lead on the event is Kevin Horan. Subcommittees have been identified, including: Logistics, Program and Services, Communications, District Innovation Selections, Post Evaluation and Benchmark, and Post Convocation. Ruth, Paula and Mary, along with other members of the DW-PD committee, will be working on registrations the day of the event as the DW-PD committee has been asked to help with Logistics the day of the event. In addition, they have volunteered to be involved with Post Convocation and next steps. | **Approval of Agenda and Minutes.**  **Introductions**  **Announcements**  **Report-out/Celebration of Accomplishments**  **Review and Discussion of Section 4 of Strategic Plan Draft - Input provided**  **Report-out**  **Report-out and Follow-up**  **Report-out and Follow-up**  **Report-outs continued**  **Report-out, Next Steps, Follow-up**  **Report-out, Follow-up**  **Report-out and Follow-up**  **Report-out and Follow-up** |
|  | **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)  Job Links  Campus and District Surveys (On-going documents for reference) |  |