



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

February 10, 2020 | 2:30 – 4:30 pm | Room 1687

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Professional Development Committee Quorum: 6

Non-voting Tri-Chairs:

Dyrell Foster, Administration
David Powers, Faculty
Carolyn Scott, Classified Professional
Rifka Several, sr. admin. Assistant

Voting members:

STEM – Howard Blumenfeld
A&H – Kisha Turner
SLPC – Lyndale Garner
BHAWK – Gina Webster
STUDENT SERVICES – Gabriela Discua
CLASSIFIED/TLC – Tim Druley
CLASSIFIED – Amanda Ingold
CLASSIFIED – David Rodriguez
CLASSIFIED – Linda Cross
ADJUNCT – Savanna Alliband-McGrew
LPCSG – Rodrigo Saucedo

- 1. Call to Order:** David called the meeting to order at 2:32 pm, established quorum and welcomed the PDC members back. A warm welcome to our new members: Dyrell Foster, new LPC president, Linda Cross and David Rodriguez representing Classified Senate, and Rodrigo Saucedo representing Student Government.
- 2. Review and Approval of Agenda:** motion to approve: moved/seconded/approved
- 3. Review and Approval of Minutes** (December 9, 2019): motion to approve: moved/seconded/approved
- 4. Public Comments** (Limited to 3 minutes per person – the PDC cannot act on these comments): None
- 5. Old Business**
 - 5a. Update on Classified PDC Members: Classified Senate appointed two new members: Linda Cross and David Rodriguez.
 - 5b. New student government representative: Rodrigo Saucedo
 - 5c. Conference Request Approvals: Titian Lish, Ann Height and Natalie Kellner proposals were approved via email.
 - 5d. Administrative Response to Classified Staff Seeking Funding for Online Classes (Carolyn): a question was sent to administrators regarding online training for classified professionals. The current policy was confirmed, with no changes, requiring funding and supervisor approval. If the training is required for job performance, then departmental funds are applied.
- 6. New Business**
 - 6a. Conference/Activity Proposals: new requests from Russell Jensen (up to \$500), Christina Flora (\$64.54/up to \$100), and Kisha Turner (\$285/ up to \$500).
Motion to approve the above proposals: moved/seconded/approved. Stella Del Rosario's request was denied as Texas is on the prohibited list.
 - 6b. FLEX Day Proposals for Spring 2020 (Tuesday, March 10):
Jennie Graham and Bill Komanetsky: computer monitoring in the classroom (1 hour)
Ann Height: continue from Fall Flex, working with faculty on SLOs (2-3 hours)
Motion to approve: moved/seconded/approved

There are 25 sessions (many 2-hour); the keynote panel description needs to be firmed up (SEA).

David R brought up that Classified would like to hold a SEIU session, but this will probably be held at next Fall Flex. David sent out a survey and this will inform future Flex sessions. They have one-time state funding and are working on how best to utilize this.

6c. Breakfast and lunch will be served on Flex Day – sponsored by the President’s Discretionary Fund and the LPC Foundation.

6d. Policy for Department Meetings on Flex Days: Biology asked for a department meeting during Spring Flex. These were not part of the mandatory flexible schedule, but this is the only day for some departments to involve both full- and part-time faculty. A policy on this needs to be sent to Academic Senate and Faculty Association. David will send a report to Rifka for presentation at Academic Senate as a report; it can be new business at the following Senate meeting. Department meetings and SLOs are professional responsibilities, not professional development.

6e. Approving Flex Day Proposals: Question about criteria for approving proposals; so far we accept almost every proposal. Proposals need to meet established guidelines (which are on the PD website). A separate issue is the number of offerings; some people want a lot of choices, others want just a few so they are well-attended. Can we look at the last 3 years data to analyze number of sessions and correlation of attendees?

It is positive that so many faculty are wanting to present.

Can we frame the Flex day activities in themes, narrowing it down to campus priorities? David will rough out ideas for us to consider for Fall Flex Day. Announce this ahead of time and proposals will be given priority that align with the theme.

We should take these suggestions back to our divisions following Spring Flex (too many sessions? Not enough? Would fewer sessions be better? These questions will be added to the post-Flex survey).

6f. Policy for Part Time/Probationary Classified Employees who want to Attend Conferences: There is a policy for part time/probationary faculty but not for classified. Carolyn said that they would have to not be probationary or temporary employees. However, permanent part time classified (50% or more of the staff) should be considered by PDC funding. It takes a year for a classified to become approved as permanent.

David R shared that the policies on the classified state funding are being developed in their Senate and with SEIU. He can share these policies with PDC.

6g. Policy for Conference Requests Where Faculty/Staff are also Receiving an Honorarium/Some Form of Payment: There is no standing policy for this. Do we need one? We have not gone over budget; this could be on a case-by-case basis. No conclusions were made; with AB 5 in place, there will be more honorariums and many fewer independent contractors for faculty/staff conference presenters. We need to keep equity in mind; some disciplines have more conference funding available. David will check with Vicki on CTE grant funds available for professional development in specific areas. Decision was not to proceed with a policy.

7. Informational Items

7a. New mileage reimbursement rate: New rate is 57.5 per mile.

7b. AB 5: State law regarding hiring: employees vs independent contractor. Our future keynote speakers will receive honorariums.

7c. PDC Budget Update: \$2700 is remaining that has not been allocated. We have funded 23 conference request and the Fall keynote speaker.

7d. New Faculty Orientation: David met with new faculty in December; Scott Vigallon and Wanda Butterly talked about Canvas and web accessibility. William Garcia is coming in this Wednesday to discuss classroom management and incident reporting.

7e. The Teaching Institute (Howard Blumenfeld): Howard's team has conducted these sessions since 2017. He shared their schedule. The 9th one is scheduled (at Canton Village; dinner provided by Basic Skills funding), covering testing, rubrics and alternatives to traditional testing. Several interactive sessions will be presented by faculty. There are 25 spots available; email Frances Hui if you would like to attend.

Howard contacted deans regarding needing additional organizers (2 or 3) for the Teaching Institute. This is a commitment, there is no reassigned time.

8. **Good of the Order**: Thanks to Dr. Foster for attending as Administrator Tri-Chair.
9. **Adjournment**: Motion to adjourn: moved/seconded/approved. Meeting adjourned at 3:52 pm.
10. **Next Regular Meeting: March 9, 2020 in room 1687**