



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

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: 5

Roanna Bennie, administrator tri-chair
David Powers, faculty tri-chair
Carolyn Scott, classified tri-chair
Rifka Several, Senior Administrative Assistant
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 – Vacant
CLASSIFIED – Vacant
ADJUNCT – Savanna Alliband-McGrew

December 9, 2019 | 2:30 PM – 4:30 PM | Room 1687

- 1. Call to Order:** meeting called to order at 2:31 pm and quorum established.
- 2. Review and Approval of Agenda:** Motion to approve/moved/seconded/approved.
- 3. Review and Approval of Minutes (October 14, 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**
 - 5.1 Update on Classified Chair:** David Rodriguez reported that the Classified Professional Senate appointed Carolyn Scott as the CP PDC tri-chair. He is looking for two more CP PDC committee members.
 - 5.2 Update on State Funding for Classified Professionals:** David Rodriguez hasn't heard about any changes to what was proposed. This should be finalized next semester.
 - 5.3 Policy for Online Classes:** This came up the last meeting. David Powers reached out to Chabot PDC, with no response, however a former PDC member said they did not have a policy in place, but did approve funding for these. Roanna took this to the administrators meeting; her opinion is to proceed with developing a policy.
 - 5.4 Fall 2019 FLEX Day Survey Results:** David Powers sent out a survey and has the results. The keynote was popular; one comment was that it would have been good to have a relating breakout session. There weren't sessions for classified staff, and we will encourage them to submit proposals for Spring Flex Day.
 - 5.5 Fall 2019 Workshop Attendance and Response:** David Rodriguez make a presentation (attached). The first page compares Spring 2017 through Fall 2019. Attendance of part-time faculty increased Fall 2019. There were questions on attendance at sessions that are at 8 am, or repeated sessions – what affect these have.

6 New Business

6.1 Conference/Activity Proposal Approvals: There are two requests (Carlos Moreno and Nolan Higdon). Motion to approve up to \$500 for these two conferences: moved/seconded/approved.

6.2 FLEX Day Proposals for Spring 2020: Guided Pathways and SEA would like to have multiple sessions. SEA would like to secure (and fund) the keynote speaker, which would be approved by the PDC.

- Frances Hui: 2 hour library activity (classified professionals invited)
- Jared Howard: technologies for counselors
- Sui Song: two proposals – budget training and conference leave procedures
- Wanda Butterly: Canvas course site ADA-compliance
- Christina Lee: Course review process (four 1-hour sessions to work with people one-on-one for online course review). Question about if these are open for all, or only a pre-approved list of faculty. David Powers will find this out.
- With new spring hires, we might want an HR session for them. Tim will ask Jennifer Druley about this.
- The deadline for new proposals is February 3, 2020. David will send proposals for email review in January as the PDC will not be meeting. If there are concerns, approvals will be held until the February meeting.
- How will we generate more sessions for Classified Professionals? The issue is that they all do different things, so one training does not work for all. David Rodriguez will do a survey about classified needs for professional development.
- There is also the problem of getting release time to attend Flex Day sessions. Suggestion of breakout sessions for custodial, people working with computers, etc.
- We need to find out from administrators/managers which classified can be released for training. Roanna recommends to administrators that classified be released for half days so windows are still staffed.
- Ask Guided Pathways about classified professionals' sessions (they are members of the GP steering committee).
- Check on different lunch options. Rifka will check on our contractual obligations, work with Pacific Dining and/or different vendors.

6.3 Policy for future funding requests: We can approve requests up to June 30 (the end of the fiscal year) but not approve for the next fiscal year before the budget is set (unless there is a clear caveat about not guaranteeing amounts).

6.4 Deadline for reimbursements: LPC has a 30-day window for reimbursements. Faculty has to turn in their paperwork in that time frame. We need to work with Business Services on strict deadlines and reporting back on the actual funds used so we can keep our budget accurate. Rifka is working with Business Services to get reports back on the actual expenses. She can notify people if they are past the deadline. Roanna points out this is a good time to leverage change in this area. The suggestion was made to invite Sui Song (and staff) to the next PDC meeting.

7 Informational Items

7.2 PDC Budget Update: \$4736 is left in the budget (subject to updates from Business Services).

7.3 New Faculty Orientation: The last orientation covered UndocuALLY Task Force and Student Equity

Achievement Committee; this Wednesday will cover web accessibility and Canvas techniques.

7.4 The Teaching Institute: The 9th Institute will be presented in February (date TBD); a panel of faculty will discuss tests and different assessment methods. Elena Cole and Kali Rippel stepped down as organizers; Howard is looking for a few more faculty to join; contact him with nominations.

8. **Good of the Order**: Dr. Foster will be joining LPC the date of our next meeting. Roanna will ask him if he will be attending. ***Roanna Bennie was thanked for her participation and contributions to the Professional Development Committee.***
9. **Adjournment**: Motion to adjourn: moved/seconded/adjourned. Meeting adjourned at 4:55 pm.
10. **Next regular meeting: February 10, 2020**