



PROFESSIONAL DEVELOPMENT

FEBRUARY 12, 2018 / 2:30 – 4:30 pm / Room 2410

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

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Meeting Name

Members Present (voting):

David Powers - MSEPS
Gabriela Discua – Student Services
Bill Eddy – Classified
Carolyn Scott – Classified
Tim Druley - Classified
Ana Del Aguila - ECD
Elena Cole – A & H

Members Present (non-voting):

Howard Blumenfeld – Chair, MSEPS

Members Absent:

Ernest Jones – CATSS
Gina Webster - BHAWK
Roanna Bennie – Interim President

Meeting Guests:

Karin Spirn

Meeting Minutes

1. **Call to Order:** 2:33 pm; quorum established

2. **Review and Approval of Agenda**

MOTION: M/S/A

3. **Review and Approval of Minutes: December 11, 2017**

MOTION: M/S/A

4. **Public Comments** (*this time is reserved for members of the public to address the Professional Development Committee. In accordance with the Brown Act, the PCD cannot act on these items*). NONE.

5. **Old Business**

5.1 Spring FLEX Day keynote session: Howard

The selected keynote speakers are Berkeley City College TLC founder and coordinator presenting TLC as a model for professional development. These speakers have been offered stipends and planned for their speech. Roanna has an idea for another keynote speaker. Her proposal focuses on a speaker about poverty, addressing the new funding model. After discussion, the PDC made the following motion:

MOTION TO APPROVE TLC PROFESSIONAL DEVELOPMENT KEYNOTE:
M/S/A

A second keynote – or a session - is an option when the PDC Committee receives more information on Roanna's speaker.

Meal plan for the FLEX Day: Breakfast: yes; lunch: no; cookies: yes

6. **New Business**

6.1 Women's Self-Defense Seminar on FLEX Day: Karen

This session leader is requesting \$400 from the PCD. One of the FLEX day themes is “Safety” so this fits in well. The training is aimed toward defense and escape. Twenty people is a good size for the class. After discussion about the title (using “Women’s”); the decision was made to forward this for review as stated. MOTION TO APPROVE \$400 FUNDING: M/S/A

6.2 Conference proposals – approval needed: Howard

Howard reviewed the proposals, which have been sent to the committee in advance. C. Hornbaker’s proposal was declined as it was submitted after the conference and before PCD approval (she was advised of other funding sources).

MOTION TO APPROVE THE MAXIMUM AMOUNT OF \$500 OR THE REQUESTED AMOUNT IF LESS FOR THE PROPOSALS (with the above exception): M/S/A (adjusted spreadsheet attached) K. King’s proposal will be funded by next year’s budget as it occurs after this fiscal year (July 2018).

6.3 Mandatory FLEX proposals – approval needed: Howard

Mental Health and First Aid: This is an all day, 8 am – 4 pm, session to receive a certificate.

APPROVAL OF THIS PROPOSAL WAS TABLED until the March meeting; Howard will get more details on logistics, such as can this be a 2-hour introduction with full training another day.

MOTION TO APPROVE ALL PROPOSALS, BELOW: M/S/A

- Debunking Myths of People of Color: video and discussion
- Follow up on TLC
- Hiring Orientation
- Women’s Self-Defense (needs room with mats)
- Classroom Sound
- Active Shooter Self-Defense (needs room with mats)
- Chi Gong
- Curriculum Development
- Middle College High School Student Panel
- Successful RAC Requests
- Program Review Session – new template
- SLO Training Sessions
- Making Your Canvas Site ADA-Compliant

- OEI Online Course Design

6.4 PCD Budget update: Howard

There remains approximately \$5000 left; Howard publicize that we are accepting requests.

6.5 Professional Development Planning Update and the Basic Skills Transformation Grant:

Howard/Elena

For now, a summer meeting will be planned in which PDC leadership will meet with Roanna to envision future professional development. CTE grant monies that might have been used for an Enhanced TLC are committed to other projects. This is a set-back; we need to move forward with a plan. There is BSSOT grant money for professional development. The objectives of the BSSOT grant are focused on English and math basic skills with acceleration to transfer-level skills. Working with PDC leadership makes sense with this grant given the language in the grant regarding professional development. The recent change to the Enhanced TLC planning has required refocusing. Creating professional development activity models to eventually use across the disciplines makes sense in place of creating an Enhanced TLC at this time. The grant was written to support professional development, though the focus is on English and math. Specific activities are being determined for part-time faculty to fulfill professional responsibility hours. We want to build a culture around professional development and support that culture with meaningful activities – using institutional planning, program reviews and other means to determine professional development needs, and budget requirements makes sense as we move forward. This data can be used to create a more robust PD program at LPC. This request for a specific PD section to be added to the PRU needs to be made in March, along with requests for facilities. This will provide data to be used in decision-making.

6.6 Conference approvals in January: Howard

There is a gap between the December and February meetings. The PCD can't approve funding requests in between the meetings and it is not realistic to meet during winter break. Can we meet, possibly online, in January if there are conference proposals to review? Discussion to be continued.

Our last meeting is in May; June proposals need to get requests in early.

7. Informational Items:

7.1 New administrator for PCD: Howard

Roanna wants to appoint a new administrator for the committee. Howard suggested Stuart McElderry, to potentially go into effect in March.

7.2 Variable FLEX part 2 due to Rifka May 15: Howard

Reminder emails will be sent out.

7.3 New Faculty Orientation: Howard

Last week's orientation explained the tenure process. The next faculty orientations are:

- March 9: Academic Senate, professional development and committees.
- April 13: budgets.
- May 11: Enrollment management.

7.4 The Teaching Institute: Elena

There has been one meeting reviewing results of the last Teaching Institute. Plans will be made for an Institute addressing classroom management, to be held at Canton Village. The Institute requests people send in classroom management issues ahead of the meeting. Howard would like to have a small stipend for the leadership of this activity.

7.5 Working Together: Howard

Howard is no longer leading this group. They are developing a FLEX day idea. "Community Colleges; a business or a school?" was suggested as a topic by Howard, but no definitive topic has been chosen yet.

7.6 FLEX days for 2018-19 academic year: Howard

Howard spoke to Roanna, but as interim president she is not able to release the dates. There are 5 days: 2 variable, 2 mandatory, 1 division. A date is needed for the Fall Mandatory FLEX day as the first PDC meeting is in September and planning needs to be in place. No updates are expected this semester.

8. Good of the Order

9. Adjournment

MOTION: M/S/A

10. Next Regular Meeting: March 12, 2018