



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

March 9, 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 – Linda Cross  
Adjunct – Savanna Alliband-McGrew

### STUDENT REPRESENTATIVE

LPCSG – Rodrigo Saucedo

1. Call to order (D. Powers): Meeting called to order at 2:32 pm.
2. Review and approval of agenda (D. Powers): Motion to approve: moved/seconded/discussion: add item for discussion in New Business: paying PAF for training. Motion to approve amended agenda: moved/seconded/approved
3. Review and approval of minutes - February 10, 2020 (D. Powers): Motion to approve: moved/discussion: add in 6F: 50% or more is a classification/ motion to approve minutes with this amendment: moved/seconded/approved
4. Public comments (3 minutes per person, the PDC cannot act on these comments) NONE
5. **Old Business (D. Powers)**
  - 5.1 State funds for classified professionals: Carolyn discussed this with David Rodriguez. Are they to use that funding first before PDC funding? No, because the classified professional funding can be spent this and next year, however, the CP Senate and the SEIU have to agree on the spending. The state CP funding has arrived.
  - 5.2 Spring Flex Day: Everything is in place for the day to be successful.
  - 5.3 Categorizing Flex Day sessions: David reviewed the past programs. The workshop are generally in the following major categories: Technology, personal enrichment, SLO/curriculum/OEI, Guided Pathways, equity; classroom best practices/pedagogy, "other" (such as HR). We could color code these in future Flex Days, and also arrange them in clusters. Suggestion that at a Town Hall Meeting, we have a break out session on the discussion of Flex categories. New categories might arise. David will follow up with Dyrell on this.
6. **New Business (D. Powers)**
  - 6.1 Conference/Activity proposals (if approved, PDC balance is \$1211):
    - Ashley Young - Transformation in Action (AB705 related), El Cajon, CA (\$500)
    - Barbara Zingg –Northern CA American Society of Microbiology, Pleasanton, CA (\$175) *NOTE: after the meeting, Barbara learned the conference was cancelled*

- Michelle Gonzalez- PopCon 2020, Seattle, WA (\$500)

Motion to approve the three proposals: moved/seconded/approved

- 6.2 FLEX Day proposals for Fall 2020: Some people missed the cut off for submitting Spring proposals; they were asked to submit for Fall but have not yet done so.
- 6.3 Flex Days for 2020-21 Academic Year: David spoke with the Chabot PDC faculty chair and they have set their Fall Flex Day for November 3, 2020 – Election Day, the idea being that students would be free to vote as they would not be in classes. Coordinating with Chabot would be helpful to the Classified Professionals training sessions. We have usually had October Flex Days so students had a day without classes (there are no holidays in October). No one had strong feelings about moving back to November for Fall Flex Day. Suggestion was to hold Fall Flex Day on October 20, 2020. Dr. Foster approved this date. Rifka will work with Denise Patlan on reserving for this date.
- 6.4 Proposed Spring Flex Day: Suggestion to hold on March 9, 2021 for Spring Flex Day. Dr. Foster approved this date. Rifka will work with Denise Patlan on reserving for this date. *NOTE: after the meeting it was found out this date was not available using the Mertes Main Stage as it is blacked out. 2400 will need to be used again.*
- 6.5 Fall Flex Day theme: Kristy Wood submitted a PowerPoint about how all campus staff can better engage with students, especially in the first few weeks of the semester. We know this is important for student persistence and retention. Kristy has ideas for sessions and a keynote speaker/panel. Comment that this topic involves all staff, not just faculty. Encourage that we have a student panel (with varied demographics) participate in this program.  
Another idea from Kisha is modernizing curriculum, to reflect new ways students learn. A further item here is meeting the needs of transfer and CTE students. We need to find how students best access information. Can this be a Town Hall focus group? *Proposal that a breakout session be held at April Town Hall on Flex Day topics of interest from staff.*
- 6.6 LPC Governance Worksheet 2020-21: We will add Rodrigo to the roster. Should we add a representative from Business Services to our membership? This is because we interface so much with this department. Carolyn will ask if business services would like to add a member to PDC, and do they have the personnel to attend the meeting?  
Question about the charge section, stating that the Classified Senate choose their tri-chair, not the president. *NOTE: after the meeting, the final charge was reviewed, and it stated that the Classified Senate choose their tri-chair. Sheri was notified of this.*  
Question about change to the charge to add a fifth Classified Professional, from the business services office. David and Carolyn will look into this.
- 6.7 PDC Tasks completed 2019-20 to support the LPC Mission Statement: two Flex days, conference funding for staff, promoting The Teaching Institute, New Faculty Orientation.
- 6.8 Request to pay PAF for training: There is a classified professional (English instructional aid) who requests more training, which would be provided by another CP classified/adjunct. Can PDC pay her F-hours from their budget? Is AB705 funding available? Dr. Foster suggests that PDC is not responsible for funding training; he will follow up on this. The PDC agrees with this approach. Howard requests some integration of AB705 Professional Development funding with the PDC.

## 7. Informational Items (D. Powers):

- 7.1 Budget update (R. Several): \$1211.00 (to be confirmed with Business Services to make sure that all expense forms have been submitted). Earlier discussion about expense forms not being turned in; there is a deadline for this fiscal year. David and Rifka will meet with Business Services to see what has been expended to date and report for next PDC meeting.
- 7.2 New Faculty Orientation (D. Powers): Last month William Garcia presented on classroom management, this Wednesday will focus on curriculum.
- 7.3 The Teaching Institute (H. Blumenfeld): The February meeting was about testing strategies, both philosophy and practice. The way we test may not be effective, and there are alternatives. Some faculty provide the test questions in advance. “Kahoot” is an online testing source that can be utilized. Collaborative testing was discussed. Culturally responsive student assessments were presented. Savannah has agreed to be a Teaching Institute organizer; another organizer is needed.

**8. Good of the Order (D. Powers)**

9. **Adjournment (D. Powers)**: Motion to adjourn: moved/seconded/approved. Meeting adjourned at 4:00 pm.

**10. Next Regular Meeting: April 13, 2020, 2:30 – 4:30 pm, room 1687**