



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

May 10, 2021 | 2:30 – 4:30 pm | zoom

## LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

## 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.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

## Professional Development Committee Quorum: 6

### Non-Voting Members:

Dyrell Foster, Administrator Tri-Chair  
David Powers, Faculty Tri-Chair  
Carolyn Scott, Classified Tri-Chair  
Rifka Seval, Senior Administrative Assistant  
LPCSG – Vacant

### Voting Members:

STEM – Howard Blumenfeld A&H – Kisha Quesada  
Turner PATH – Vacant  
BSSL – Gina Webster  
STUDENT SERVICES – Michelle Zapata  
ADJUNCT – Savanna Alliband-McGrew  
CLASSIFIED/TLC – Tim Druley  
CLASSIFIED/AS – Alesia High  
CLASSIFIED – Linda Cross  
CLASSIFIED – Carmen Ortiz  
CLASSIFIED – David Rodriguez

1. **Call to Order:** meeting called to order at 2:31 pm.
2. **Welcome and Introductions**
3. **Review and Approval of Agenda:** Motion to approve: moved/seconded/approved
4. **Review and Approval of Minutes (April 12, 2021):** Motion to approve: moved/seconded/approved
5. **Public Comments** (Limited to 3 minutes per person – the PDC cannot act on these comments): NONE
6. **Old Business**
  - 6.1 Vision Resource Center: Carrie Smith from the Foundation of CA Community Colleges made a presentation about the California Community Colleges Vision Resource Center. The modules include LinkedIn, Skillsoft, SANS training and CCC. There are over 30 online “communities” specific to different interests and responsibilities. (The complete presentation is attached)  
  
When this is integrated by a college through Cornerstone, a branded portal welcome page is created with the ability to easily add information.  
  
Cornerstone provides:
    - Offering, tracking and reporting on employee learning
    - System specific training
    - Automated assigning and tracking for compliancy training
    - Flex and PD hours tracking and reporting and alignment to Title 5
    - Attendance and evaluation capability for professional development workshops
    - Collaboration and communication across campuses and throughout the state
    - Custom email communications

Question about IT and HR requirements: they are needed for set up, hopefully before June 30 while the chancellor's office is financially supporting this. On an ongoing basis, there is functional training for entering data.

Question about generating our own module content: yes, this is possible, also content can be added and made available from other vendors or college personnel.

Question when external professional development is attended and submitted, who approves this within the system? This process needs to be developed when the portal is built.

Cost: The chancellor's office is covering the licensing and maintenance fees through June 30, 2022. If there is no financial support, the licensing fees are \$15 per user per year, and there is no information on maintenance fee; Carrie will provide this.

This is our last PDC meeting so achieving the June 30 deadline will be difficult. After that date, we will have to cover the integration costs.

*NOTE that both colleges need to integrate at the same time.* The district needs to be involved as well.

Timeline: There is a month-long technical data integration process. Then there is a full year for functional training and building the portal, with support from their team. David P will reach out to Chabot PDC about their thoughts on Cornerstone.

## Discussion points:

- Many people get professional development from outside sources
- Do we really need the integrated portal?
- This offers a place to post our recorded workshops
- The district IT committee likely would have to be involved, and an overall program manager in place for uploading information and making sure it is accurate and complete – would this be fall on the PDC tri-chairs?
- We need to know the ongoing costs, and what budget this would come from
- Good idea in theory, but there are multiple “buy ins” including FA
- Implementing this would require an overhaul of the PDC which could take multiple years
- Do we have the capacity to do this at this time?
- Can we link to this basic Vision Resource Center and do a survey later on to see if it is something faculty want us to pursue?
- We need to coordinate with Chabot to move forward
- Do we need a district-wide professional development committee to really develop this area

- We want to meet our own needs and be nimble in the ability to develop programs to meet these needs
- We should pursue this as an institution – there will be space opening up in the new buildings and we should be thoughtful about including what is required for our future development

It seems unrealistic that we can proceed with this by June 30. Discussion about a survey on professional development portal needs, and to check with Rajinder how best to accomplish this. A quick poll is fairly easy.

**This item will be tabled for our Fall meeting.**

6.2 Flex Days for 2021-2022: Chabot's dates are Oct. 28 and March 3 (Thursdays). We usually hold Flex on Tuesdays. Do we want to align dates with Chabot? As the Fall Flex day will be virtual, we could attend sessions at either college. It is likely that Spring Flex that will be in-person. Point about evaluations – would Chabot attendees fill them out? In addition, how would this skew our ongoing data?

Discussion points:

- What should Spring "in person" Flex look like? Can we continue a hybrid approach, including some collaboration with Chabot such as for the keynote speaker (with separate breakout sessions following)
- Question about what kind of distancing would be necessary for an in person event.
- We have more possibilities/opportunities if we do have the same dates as Chabot.

**Agreement with aligning with Chabot's dates in Fall (October 28), and setting March 8 (Tuesday) for Spring.**

## 7. **New Business**

7.1 Conference/Activity Proposals: James Giacomazzi submitted a request for \$589 to attend the CA Community College Athletic Directors Association Convention. Rifka will send the approved request to Business Services for out of state chancellor approval. Motion to approve our maximum of \$500: Moved/seconded/approved.

Carolyn Scott submitted a request for \$200 to attend the Association of California Community College Administrators Convention. Rifka will send the approved request to Business Services. Motion to approve our maximum of \$325: Moved/seconded/approved.

7.2 Flex Day Proposals: None

7.3 Accreditation Quality Focus Essay (Jin Tsubota): This is part of the accreditation process and our opportunity to describe what we want to work on as a college. Three main ideas were outlined including: **Equity and anti-racism in professional Development**. In 3 – 5 years the Accreditation Committee will check in about these ideas, however, they do not count against us.

We want to provide relevant professional development for all faculty and classified professionals on equity and anti-racism.

What actionable items will be taken to coordinate and sustain this professional development? Jin will seek recommendations from the Professional Development Committee for feedback on this section.

Ideas on actionable items:

- Math dept. discusses equity at their meetings in terms of curriculum – including non-white roots to mathematics
- Course outlines need to speak to equity – need multiple trainings on how to do this for all disciplines
- Have a relevant Flex day keynote speaker – especially in the Fall joint Flex Day
- At Flex Days, conduct discipline breakout sessions on how to approach equity in curriculum
- Have this be part of Convocation
- Flex sessions inclusive of classified professionals
- New faculty meetings: Shawn Taylor talked about the SEA committee, DSPS also presented Need to reach part-time faculty as well
- This points to the need of accessible resources for faculty, and the need for a professional development center on campus

Benchmarks and timelines: PDC, IPEC and SEA would jointly “own” this essay. Jin will not attach firm achievement dates so we can be flexible. Jin will send a draft to David P.

7.4 Conference Reimbursement Requests (Kisha Turner): Although this is not our current policy, can we reconsider setting a deadline of 30 days after the event has taken place to be more inclusive. For business services, fiscal year and approval by PDC is the requirement.

David P wants Tom Orf’s FA input as he has spoken against this in the past. The PDC can determine policy changes. Howard reported that there are many signatures other than PDC for approvals. There is an order to the signatures. We need to ask Anette Raichbart about this.

Discussion about PDC needing to provide funds upfront so the divisions or classified professionals do not need to provide funds which may not be assigned to professional development.

Conference leave needs upfront approval from the dean and VP.

**Topic tabled until next meeting.**

## 8.0 Informational Items

8.1 Variable Flex Part 2 due to Rifka by May 15: Reminder being sent out tomorrow

8.2 PDC Budget Update: \$5550.00 (with James' approval)

## 9. Good of the Order

10. **Adjournment:** Motion to adjourn: moved/seconded/approved

11. **Next Regular Meeting: September 13, 2021 via Zoom Conference**