



PROFESSIONAL DEVELOPMENT COMMITTEE Minutes

November 14, 2022 2:30 – 4:30 pm, room 1687

Recorder: Rifka Several

LPC Mission Statement	LPC Planning Priorities	
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 life-long learning.	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.
Tri-Chair, Classified Professional	Tri-Chair, Administrator	Tri-Chair, Faculty
Carolyn Scott	Dyrell Foster	David Powers
A & H	BSSL	PATH
Martin Nash	Gina Webster	VACANT
STEM	Student Services	Adjunct Faculty
Howard Blumenfeld	Amanda Castelli	Cheryl Dolan
Classified Professionals	Classified/TLC and AS	LPC Student Government
Anne Kennedy Jean O'Neil-Opipari Aubrie Ross	Wanda Butterly – TLC Alesia High - AS	VACANT

Attendance (Quorum = 6)

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Call to Order Meeting called to order and quorum established at 2:35 pm.</p>	David Powers
2.	<p>Review & Approve Agenda Motion to approve agenda: moved/seconded/approved</p>	David Powers
3.	<p>Review & Approve Minutes of the last meeting (October 10, 2022) Motion to approve minutes: Moved/seconded/approved</p>	David Powers
4.	<p>Public Comments (3 minutes; the PDC cannot act on these comments) NONE</p>	David Powers
5.	<p>Old Business</p> <p>5.1 New PDC photo for the website: thanks to Victoria Blumenfeld</p> <p>5.2 Update to Flex Session Proposal Form (attachment): the update includes alignments to current college and district goals and priorities. Suggest: add a link to these goals and priorities. How to collect the data on these sessions relating to goals and priorities? David will check with David R on how to track this. Possibly use a Google form in the future. Note that there are about 40 sessions per Flex Day.</p> <p>5.3 Food Survey Data: we discussed adding religious meal choices; this is not something our cafeteria can offer. Vegan, keto and gluten free items added on by Pacific Dining and purchased separately were prepared for 22 respondents. Need more information on “low sodium” offering. Keto is low-sodium, so we can combine these in the survey. Rifka will follow up with Pacific Dining on other options (summer salads, tacos/burritos, hamburgers, sandwiches). Will we be splitting the cost for food</p>	David Powers

	<p>next Flex Day? Classified Senate needs to vote on this; they paid from their grant. Dr. Foster will help with different funding sources.</p> <p>5.4 Adding Social Event to the end of Spring Flex Day: about \$300 for assorted bars and fruit bars for special diets. Put out at a certain time? The idea is for this to be an opportunity for socializing. Add this to the Caring Campus session?</p>	
<p>6.</p>	<p>New Business</p> <p>6.1 Conference/Activity Proposals: These were sent out ahead of the meeting for review. Motion to approve up to \$750 for all proposals: moved/seconded/approved (one abstention). David will email the proposers and Business Services.</p> <p>6.2 Flex Day Proposals: none. Discussion about alternating Flex Days: Tuesday in fall and Thursday in spring. How many courses meet only on Thursdays? Dr. Foster will ask deans.</p> <p>6.3 Flex Day Survey Results (David Rodriguez): Link There were 42 workshops, the most for Flex Days for the last five years, resulting in lower attendance per session. However, there was a lower response rate for evaluations. Was this because we attended in person, but the evaluations were online? Suggest: publicize requirements for full and part time faculty. David will clarify this with Tom Orf/FA. Review of global survey results. There were questions about having zoom options. Pre-Covid we always were in person for Flex Days. The day went smoothly, and the comments were generally positive. Question: can we livestream the keynote session? Or record so part-time faculty can view for their mandatory flex requirement. This is the only session where we are all together.</p> <p>6.4 Communication about Flex Day: the information desk needs more information, students need to receive clear communications about classes being cancelled during Flex Day hours, we need to have Flex Day posted on the LPC website (home page banner) and on main doors. Can a Canvas email announcement be made? Social media? Faculty should have these days in their syllabi and make class announcements. We need to include departments that are closed. There is a new director of marketing and communications starting in January. No one “owns” student communications, Dr. Foster would like this director to take this responsibility., A & R has texting capability; we can send the information to them to get out to students. Dr. Foster will coordinate this for Spring Flex day communications.</p> <p>Try not to have trainings and meetings scheduled during Flex Day. For next year’s Fall Flex day, we need to not schedule “Great Shake Out” date as students were not on campus to practice this.</p> <p>6.5 Spring Flex Day keynote: A video of Victor Rios was sent ahead of the meeting. Dr. Foster will reach out to see his cost and more information on subject matter.</p>	<p>David Powers</p>

7.	<p>Informational Items</p> <ul style="list-style-type: none"> • New Mileage Rate: 62.5 cents per mile • Spring Flex Day is Thursday March 16 • Variable Flex Part 1 due to Rifka by November 15 • PDC Budget Update: \$4900 available in our PDC budget. We will need to transfer some of this out for Spring Flex Day food (\$1300). There will be 4 more requests for CLI. Question: can PDC make a request to the President's office for additional conference funding, as this is the first year of \$750 cap for conference funds. Discussion that proposers should look at other funding (CTE through Vicki Shipman and departmental funds) prior to the PDC request. • New Faculty Orientation: met last week; Kristy Woods, Jim Ott and Jeff Judd presented. Next time: DSPS will present • PATH Division Representative: none • LPCSG Representative: none 	
8.	<p>Good of the Order</p> <ul style="list-style-type: none"> • No PDC meeting in December, as it would be the Monday before finals. Also no meeting in January. David will email items for committee approval during this time. • Happy belated birthday to Dr. Foster • Aubrie and Howard: congratulations for their Chancellor's Awards. 	
9.	<p>Adjournment 4:11 pm. Motion to adjourn: moved/seconded/approved. Meeting adjourned at 4:11 pm.</p>	.
10.	<p>Next Meeting Date: February 13, 2023 in room 1687</p>	