



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

## LPC Mission Statement

Las Positas College provides 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.

## 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 Members:

Dyrell Foster, Administrator Tri-Chair  
David Powers, Faculty Tri-Chair  
Carolyn Scott, Classified Tri-Chair  
Rifka Several, Senior Administrative Assistant  
LPCSG – Raine Yenlinn

### 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

November 9, 2020 | 2:30 PM – 4:30 PM | Zoom Conference

- 1. Call to Order:** Meeting called to order at 2:31 pm
- 2. Welcome and Introductions:** Guest: Thomas Orf, Faculty Association
- 3. Review and Approval of Agenda:** Motion to approve the agenda: moved/seconded/approved
- 4. Review and Approval of Minutes (October 12, 2020):** Motion to approve the minutes: moved/seconded/approved
- 5. Public Comments (Limited to 3 minutes per person – the PDC cannot act on these comments):** NONE
- 6. Old Business**
  - Update on Spring Flex Day format changes: (Thomas Orf): The contract is written to have “in person” Flex. The FA has informally discussed having a different format. Dr. Foster was asked about this, and declined, as a key aspect of Flex Day is the collaborating. Some campuses have done asynchronous Flex Days, so it may be possible in the future (but not for Spring). They need to collect data on these events. We would need to identify how to have the collaborations within this scenario. FA has an executive board meeting on Friday; this will be put on the agenda. The next full meeting is in January, which does not leave enough time to plan for the Spring Flex Day. Question: can some of the Flex Day be asynchronous? Question: can Variable Flex hours be substituted for Mandatory Flex Day? Alternatively, offering an additional instructional day? Dr. Foster: He brought this issue up to Senior Leadership today; the key point is following the contract. This is something that needs negotiation. However, there is language that the campus PDC can give recommendations on the Flex Day sessions to the president. The Academic Calendar Committee identifies the Flex Days, but they do not have to be involved further. He understands that more options might be offered. Let us collectively frame how the day should proceed for LPC. Question: The question should be what professional development needs are we trying to meet, and how can we best achieve them during SIP?

Note: We need to develop a good system to record the obligation hours. There needs to be an MOU added; January would be the earliest for this.

The PDC, FA and Dr. Foster can make some decisions about the Spring Flex Day sessions.

Discussion about moving forward with a hybrid model, to make this as flexible as possible for faculty. David P will work on the presenter forms so they indicate what type of presentation it will be. All attendance will need to be recorded that specific day.

***Motion to recommend a hybrid Spring Flex Day model: moved/seconded/approved***

• Previously Submitted Flex Day Proposals:

Sebastian Wong: David P will send a revised form to Sebastian to indicate the mode of presentation.

• New Flex Day proposals: As we do not have PDC meetings in December or January, David P requests that the PDC members approve Flex Day proposals via email.

• Discussion about the theme of Spring Flex: The theme is “Mental Health” however, other topics will be accepted. David P asked Michelle to reach out to colleagues to submit Flex day sessions on the theme topic. David P will ask PATH about possible sessions.

• Video Editing Training Updates: Wanda is presenting a Canvas Studio session and Ashley McHale and Jennie Graham are willing to do sessions on different programs. Tim related that faculty are interested in this topic.

**7. New Business**

• Conference/Activity Proposals: None received.

• Flex Day Proposals: No new proposals.

• Flex Day Survey Results: (attachment) David P shared the survey information. David R presented the Flex Day comparisons from Spring 2017 through Fall 2020. When all the data is complete, David R will send this out to the PDC.

• Submitting Flex Day Session Information: Rifka recommends going forward with an online version that includes a link to the session evaluations (Frances Hui has offered to help with this; we need to coordinate with David R on how the data will be realized). Issues for Fall flex attendance: people not turning in forms; turning in forms without names, not understanding “academic hour” (50 minutes), not understanding what their obligation was, and not having a system in place to track session attendance (Rifka is doing this by hand, using tallying, and will provide this to David R). All forms were sorted by division, scanned and sent to the division administrative assistants. ***Decision to go forward with a Google Document, involving David R in the formulation of this.***

• David P requests ideas for Spring Flex Day keynote speakers.

**8. Informational Items**

• Variable Flex Part 1 due to Rifka by November 15: Question about the summer online training. A Variable Flex Form is required to document this training.

• PDC Budget Update: No expenditures since the last meeting.

• New Faculty Orientation: David P will present Alain Olavarrieta speaking about UndocuALLY and Shawn Taylor speaking on Student Equity and Achievement

• PATH Division Representative: Please identify a representative for PDC.

**9. Good of the Order:** Rifka is receiving the Chancellor’s Award this Thursday.

**10.Adjournment:** Meeting adjourned at 4:00 pm.

**11.Next Regular Meeting: February 8, 2021 via Zoom Conference – Happy Holidays!**

Minutes taken by Rifka Several