



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

March 14, 2022 | 2:30 PM – 4:30 PM | VIA 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

- ❖ 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

Non-Voting Members:

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

Voting Members:

A&H – Martin Nash
BSSL – Gina Webster
PATH – Vacant
STEM – Howard Blumenfeld
STUDENT SERVICES – Amanda Castelli
ADJUNCT – Cheryl Dolan
CLASSIFIED/TLC – Tim Druley
CLASSIFIED/AS – Alesia High
CLASSIFIED – Linda Cross
CLASSIFIED – Aubrie Ross
CLASSIFIED – Anne Kennedy

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 agenda: moved/seconded/approved
4. **Review and Approval of Minutes (February 14, 2022):** Motion to approve minutes: 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 Accreditation Standards: We talked at the last meeting about our charge and membership, but not our accreditation standards. David shared the accreditation form for PDC. We collect evidence for two standards:
3. Resources - 3A: Human Resources; item 14: institution's plans for providing all personnel with professional development. We plan Flex Day, evaluate Flex Day and fund conference attendance
4C: Technology Resources: on the PDC website, we have a page with information for administrators, faculty and classified professionals.
Discussion: none.
7. **New Business**
 - 7.1 Conference/Activity Proposals: We received five requests, sent to the committee prior to the meeting:
 - Ashlyn Fernandez: Instructional Assistance conference (online) \$250
 - Aubrie Ross: Classified Leadership Institute (Riverside) \$500
 - Sui Song: ACBO training institute (Sacramento) \$500
 - Titian Lish: Theater conference (Baltimore) \$500
 - Tobey Kaplan: Assoc. of Writers/Writing Programs Conference (Philadelphia) \$500Discussion: due to inflation, can we consider raising the cap to conference funding? We have not increased in several years. LPC is just starting to build the 2022-23 budget. We can discuss this when we get our budget allocation. David and Dr. Foster will review raising the cap for the future.

Motion to approve the five conference requests: moved/seconded/approved

7.2 Flex Day Proposals (Fall 2022): none

7.3 Flex Day Survey Results: David Rodriguez will provide a report at the next meeting on the data and evaluations.

David P shared the report that came from the global survey: all ratings 5 or 4. There were comments (see attachment).

- Organization and planning: all 4 and 5
- Variety and meeting needs: mixed: need to clarify that division meetings will not be part of Flex Days
- Keynote sessions: one comment that the panel format was repetitive, others said it was good to hear from students. 50% responded, “neither agree nor disagree” that the panel was valuable.
- Facts, skills and knowledge gained: a variety of comments
- Training was positive for LPC: 39% very positive, 39% somewhat positive; positive comments on having a classified professional track on Flex Day
- How to improve: mixed comments

Discussion: send out a survey prior to the next Flex Day asking for input on what faculty would be interested in attending?

Do we want to reduce Flex Day hours and increase variable flex hours next year?

There was a lot of energy in the classified sessions that were in-person, with more engagement. There may be less energy in an all-day online Flex Day, and people may be “multi-tasking” while on their computers. The survey sent out prior to this Flex Day resulted in most faculty wanting online sessions. There is a concern about being in indoor spaces; can we have sessions conducted outdoors? Think about new settings.

7.4 Flex Days for 2022-23: Chabot’s dates are Tuesday, Nov. 8 and Thurs., March 16. Question: do we want to synchronize both campus Flex Days? This would mean that many sessions would be online. The committee felt November is late for Flex Day, and October is a good month as it is mid-semester. The committee also felt that an on campus Fall Flex Day would be preferable, with greater connection with the Classified professional development program.

Howard: if we had a joint Flex Day, could we find a large location to hold both college sessions? There would be expense considerations. Or alternate campuses each Flex Day? Dr. Foster: a process would need to be explored. David will reach out to Chabot’s PDC, for the spring Flex Day. Are they willing to host (with food options)? Are their staff willing to travel to LPC? Question: should we poll our faculty on their thoughts on combined Flex Days? David thinks division meetings and the Classified Senate can be used to bring up the subject.

Discussion about division meetings combining both colleges.

Some considerations: Chabot’s Flex Day is 9 am – 4 pm. Our sessions are 50 minutes; theirs are 60 minutes, with a 10-minute break between sessions.

Moving forward with collecting information on a Chabot-LPC Spring Flex day:

- David will contact Chabot's PDC
- David will send out an all-faculty survey.
- LPC Divisions: discussion and report back.

Fall Flex date: Thursday, October 20: modality question? Planning on a face to face, with the possibility there will be an online component. There will be spring and summer HyFlex training offered. Dr. Foster will make sure that classified have the opportunity for this training.

Spring Flex date: Thursday, March 16.

8. Informational Items

8.1 Conference Expense Claim Forms Deadline: **July 15**

8.2 Variable Flex Part 2: due to Rifka **by May 15**

8.3 PDC Budget Update: \$3610 remaining for conferences

8.4 New Faculty Orientation: Will restart next Fall

8.5 PATH Division Representative: none

8.6 LPCSG Representative: none

9. Good of the Order

- David: congratulations to all newly tenured faculty!
- David: thank you to Aubrie Ross who organized the classified Flex Day – great work!

10. Adjournment: Motion to adjourn: moved/seconded/approved. Meeting adjourned at 3:56 pm.

11. Next Regular Meeting: April 11, 2022 in room 1687