



Professional Development

September 11, 2017 / 2:30 – 4:30 PM / Room 2410

Meeting Minutes

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

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Meeting Name

Members Present (voting): David Powers (MSEPS), Elena Cole (A&H), Gina Webster (BHAWK), Gabriela Discua (Student Services), Carolyn Scott (Classified), Ana Del Aguila (Classified)

Members Present (non-voting): Howard Blumenfeld (MSEPS – Chair)

Members Absent: Ernest Jones (CATSS), Tim Druley (Classified), Bill Eddy (Classified), Roanna Bennie (Administrator)

Meeting Guests: Diane Brady (Administrator)

1. Call to Order

The meeting was called to order at 2:32 PM.

2. Review and Approval of Agenda

3. Review and Approval of Minutes (date)

The agenda and minutes were approved. Carolyn proposed a motion to approve and David seconded the motion.

4. (Old Business)

a. Variable FLEX Contract Form

Howard presented an updated version of the Variable FLEX

Contract Form. Faculty need to report out on their Variable FLEX intentions by November 15 and then need to complete a minimum of six hours of approved Variable FLEX Activities by May 15.

5. (New Business)

a. FLEX Day Proposals (Approval Needed)

The following individuals had their FLEX Day Proposals approved: Dayna Barbero, Craig Kutil, Amy Brown/Kelly Mogilefsky, Paula Schoenecker, Scott Miner, Melissa Korber/Marcus Thompson III

b. Classified Professional Staff Plans for FLEX Day (Carolyn)

All CPS activities will be scheduled in Room 2206. CPS may attend Faculty FLEX activities and vice-versa. CPS will need to distribute, collect, and report out on attendance using the pre-approved FLEX attendance sheets. Carolyn needs to get back to Howard about pending publication of CPS flex activities.

Although lunch will not be provided for faculty or staff on FLEX

day, Howard will find out if this cafeteria is going to remain open and will report back on this in October.

- c. New Rules for Funding Conference Proposals (including AB 1887 travel ban)

Travel is prohibited to specific states who do not properly support LBGQT rights. The PDC must immediately deny any such requests. In the event that a proposer wishes to challenge this denial, they must submit an appeal directly to their immediate supervisor who will forward it up the chain to the Chancellor who has the right to approve or deny this appeal. In the event the appeal is approved, the requestor must notify the PDC Coordinator of the approval by providing evidence of the Chancellor's approval.

Furthermore, people requesting money from the General Fund or a grant may not double dip and supplement their finances with additional grants or funds.

- d. Conference Proposals (approval needed)

- i. The following conference proposals were approved for up to a maximum of \$350 general fund reimbursement (pending Board approval of our budget next week):

- 1. Donna Reed, Cindy Robinson, Carolyn Scott, Daysi Valle (4CS Gathering of the Senates/North Area Retreat)
 - 2. Teri Ann Bengiveno (Faith, Irreverence, and the Italian Diaspora Fifty Years of Italian American Studies)
 - 3. Todd Steffan (Get Focused Stay Focused Conference)

ii. The following conference proposals were denied and will not be funded by the PDC:

- 1. Erick Bell (National Association of Black Accountants Western Regional Student Conference) (Denied by AB 1887)**
- 2. James Dobson (National Communication Association Conference) (Denied by AB 1887)**

e. Assistance Needed for FLEX Day

Ana Del Aguila volunteered to post the individual room schedules for FLEX day (Title of talk and time) the night before FLEX day. She will need to contact M&O to make certain that they do not remove the signs prior to FLEX day.

f. Surveys for FLEX Day

Once the draft schedule for FLEX Day is complete, Howard will notify the IRP office, so they can develop and distribute the individual event surveys to Howard, who will then distribute them to the presenters prior to FLEX day.

g. Integrated Teaching and Learning Center in the Replacement Building for 2100

Howard proposed building a robust Teaching and Learning Center (TLC), using Berkeley City College's TLC as one possible model. Howard plans to speak to the Facilities Committee and Academic Senate about this idea. Elena mentioned that there would be a need for institutional support for such a center, including staffing it properly by providing for both faculty and classified roles in running the center properly. You can view more information about the BCC TLC here:

<http://www.berkeleycitycollege.edu/wp/teaching-and->

[learning/collaborative-faculty-and-staff-development-programs-at-the-tlc/](#)

Elena mentioned that we would need to revisit the mission & vision statement of the PDC in formulating a plan for such a center and that it would be necessary to research other campuses who run TLCs in the way Howard envisions the future LPC center to be run. It would also be nice if there was support in this center for faculty and staff who wish to advance to positions of greater rank and responsibility.

Elena also mentioned that she will be overseeing FIGS in the English Department and offered to help the Math department with any pending FIGS of their own. **David Powers agreed to approach the Math Department about participating in FIGS under the supervision/assistance of Elena.** Experiences such as these will be instrumental in advocating for a new TLC.

6. (Informational Items)

a. New Attendance Sheets for FLEX Day

FLEX Day Presenters will be required to utilize the new attendance sheets which were collectively drafted by Howard, Linda Cross, and Kelly Abad.

b. Classified Support for PDC

The PDC will have limited access (~ 3 hrs/week) to the Administrative Assistant to the Foundation & Faculty Senate. This AA will be under the direct supervision of Kenneth Cooper and Melissa Korber. Howard suggested the following list of responsibilities for the assistance to the PDC:

- **Assist with Variable FLEX collection and recording twice per year.**

- Assist with the collection of Conference Paperwork and reimbursements for conferences funded out of the general fund
- Assist with the collection of Mandatory FLEX Day proposals and doing the schedule for FLEX Day
- Distribute packets to FLEX Day presenters containing surveys, instructions, and attendance sheets
- Collect the attendance sheets for FLEX Day and distributing them to the appropriate AAs to the deans/supervisors.
- Manage the Variable FLEX Calendar (Howard has a link to the master calendar and their job would simply be to place the event in the main calendar – it's just a simple click of a button. They would follow the rubric for Variable FLEX and if there were any doubts, they could report them back to Howard for a final say).

It is uncertain if the AA position will be board approved by the October Board meeting, but in the event that they are approved, Howard and Melissa can meet to discuss these responsibilities further.

c. Variable FLEX Calendar

Howard requested faculty and staff representatives make their divisions/areas aware of the Variable FLEX Calendar located here:

<http://laspositacollege.edu/staffdevelopment/smcalendar.php>

Proposed events are submitted through the Activity Calendar Request and are then either approved or denied. Approved activities will appear in the Variable FLEX Calendar here:

<https://teamup.com/ks82bb07d4285d25ae>

d. General Fund Budget for 2017-2018

The proposed GFB for 2017-2018 is \$10,000 with a maximum annual allocation of \$350 per individual applicant. This budget will be final pending Board Approval next week.

e. Additional Funding Sources for 2017-2018

Howard showed the committee the grants and funds website as well as an email requesting for a meeting with all of the grant administrators & Diane Brady at the end of the academic year to discuss funding details and data. Elena mentioned that it would be nice if a process could be developed and instituted that coordinated how the entire funding and budget process works. She argued that if this responsibility was adopted by the PDC coordinator, that they ought to get an extra unit of reassigned time to deal with this task of coordinating general fund money and grant money. This person would have to work closely with Alesia High in the business office to ensure that funding rules (such as no double dipping) are followed and data is accurately tracked and communicated across all grant administrators and relevant campus groups. In this sense, this process would become part of the integrated planning process on our campus.

f. New Faculty Orientation

The New Faculty met with Howard for their first meeting on Friday, September 8. The meeting was well attended and well-received by the New Faculty. The topic of discussion was “SLOs and eLumen” with Marty Nash and Madeline Wiest as presenters. Howard agreed to post all relevant materials on the New Faculty Orientation website. In soliciting future topics of interest for the NFO, Howard found that faculty expressed

interest in learning more about the budget process, committees, and student resources. The focus of the October NFO will be on “Payroll and Benefits” issues with Lori Benetti as a guest presenter.

g. The Teaching Institute (Elena)

The September 19 Teaching Institute meeting is taking place from 5:30 – 8:30 PM at Canton Village in Livermore. The topics for this gathering include “Improv in the Classroom” (Presented by Angelo Bummer) and Kali Rippel will share her experience with the Great Teachers Seminar.

h. Working Together

There is an October FLEX Day session on “Grading Theories and Practices” and there will be follow-up discussions held on November 6 and November 8 from 2:30-4:30 in the TLC.

i. Spring 2018 FLEX Day

The Spring 2018 FLEX Day is currently scheduled for Tuesday, April 3, 2018. Roanna has expressed interest in the keynote topic focusing on Guided Pathways. David Powers mentioned her would be attending a Guided Pathways workshop soon and would report back to the group about it in October.

7. Good of the Order

Howard shared a statewide PD survey from Leslie Carr with the group:

https://docs.google.com/spreadsheets/d/1c7LF16Wt1Ufr_CLFmqonLQSFnKFiyswjANE-1qXW3V8/edit#gid=544005262

Howard mentioned that he forgot to include some classified items in there such as CLIP. Carolyn agreed to amend this survey and Diane mentioned that she would try to find out what happened to the

other PD survey that she filled out (with the assistance of other campus leaders) this summer.

8. Adjournment

The meeting was adjourned at 4:29 PM.

9. Next Regular Meeting

Monday, October 9, 2017 from 2:30 PM – 4:30 PM in Room 2410