



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

October 14, 2019 | 2:30 PM – 4:30 PM | Room 1681B

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

- ❖ 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

Roanna Bennie, administrator tri-chair
David Powers, faculty tri-chair
TBD, classified tri-chair (David Rodriguez, classified senate president, attended)
STEM – Howard Blumenfeld
A& H – Kisha Turner
SLPC – Lyndale Garner
BHAWK – Gina Webster
STUDENT SERVICES – Gabriela Discua
CLASSIFIED – Tim Druley
CLASSIFIED – Amanda Ingold
CLASSIFIED – Lydia Penaflor
CLASSIFIED – Carolyn Scott
ADJUNCT – Savanna Alliband-McGrew
LPCSG – TBD

1. **Meeting called to order 2:32 pm.** Quorum established.
2. **Approval of agenda.** Motion to approve/moved/seconded/approved
3. **Approval of minutes:** correction: 7.2. Dr. Miller is from Ashford, University. Motion to approve as amended: moved/seconded/approved
4. **Public Comments:** none
5. **Old Business:**
 - 5.1 Update on classified chair: no update
 - 5.2 Update on classified professionals' block grant professional development funds: classified senate has a recommendation for oversight of these funds (attachment). Roanna related that the Interim Chancellor did not agree with the funding of the district wide professional development days. David R. is scheduling a meeting with the Chancellor after the SIEU signs off on the proposal. These are the two approving entities. Note that classified professionals for the most part cannot attend college Flex days for professional development. Do other schools have models for this? Some have a summer institute. The amount of support of classified professionals varies according to college.
 - 5.3 Fall Flex Day Schedule: this is on line and has been distributed to the LPC list. Printed schedules will be available that day.
 - 5.4 Conference requests: all paperwork is now in one file. There are five proposals:
Zingg and Dolan: Microbiology Conference
Rodriguez: Institutional Research Conference
Level: Engineering Council Meeting
Duran: Writers Conference
Motion to approve up to \$500 on each: moved/seconded/approved
6. **New Business**
 - 6.1 Policy for taking an online class needs to be developed. Should this be a separate process? David P. will ask Chabot how they handle this. Discussion on differences between faculty and classified professionals taking online classes for professional development. This should have input from the district and the Academic Senate. Should the deans provide funding for this? When should online class funding come from

their budget versus the PDC budget? Roanna will take this to the administrators meeting, David R. will take it to classified senate, and David P. will take it to Academic Senate. This topic will be on the December meeting agenda.

6.2 Policy for Variable Flex: can it be used for faculty to read their program review or is this professional responsibility? Review of what was done in the past. Howard's research is that this is a responsibility, and that this was publicized. Part time faculty can fulfill this for professional responsibility hours. Discussion about classified professional involvement in scholarship reading. This has not been brought up by the financial aid dept. We should investigate why faculty is not participating in scholarship and program review reading. This can be publicized at town meeting and in division meetings. The second hour of town meeting can be scheduled for program review reading. David P. will let Karin know about this option.

7. Informational items:

7.1 Variable Flex due by November 15: there is a change to this in the contract which we will review at a meeting. Rifka will provide a percentage completion to date.

7.2 PDC budget: The balance is \$8180 (including the conference requests approved at this meeting).

7.3 Faculty Orientation: last month's topics were SLOs and tenure process, next month the topics are UndocuAlly and curriculum. Future topics are incident management and classroom behavior.

7.4 Teaching Institute: The eighth Institute was held; concept mapping and active learning was discussed. Next meeting will be in the spring and topics are being explored. The Institute needs more exposure at town meetings and division meetings.

8. Good of the Order

8.1 Flex day inclusion of part time faculty: Should there be a special outreach? The sessions should appeal to all faculty. Could there be evening sessions in the future (5 pm)? Also provide opportunities to network with full time faculty.

Spring 2020 – have a focused session (4-5 pm and voluntary) that includes part time and classified professionals. Idea about networking: “birds of a feather” with topics that are listed out for discussion.

There can be breakout sessions based on the keynote. Roanna will check on any restrictions on the 4 – 6 pm networking (voluntary) session, and also any restrictions on the time frame of 8 am – 4 pm.

Howard had a “Working Together” networking group in the past; it has since changed to a more focused group.

Suggestion about evening events at LPC. Discussion about adding these to the variable flex calendar. Tim will look into a calendar program to post these.

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

10. **Next meeting**: December 9, 2019, room 1687. No PDC meeting in November; approvals will be conducted by email.

LPC Classified Senate Recommendation

Oversight of Classified Professional Development Block Grant Funds

Block Grant Funds:

- Total CLPCCD Allocation: **\$72,331.00**
 - Funds distributed based on Full-time Equivalent employees at each site
 - **\$14,843.22 = Allocated to Las Positas College**
 - \$16,000.00 = Allocated for joint District-wide activities
 - \$1000 (for 2 years of 4CS membership)
 - \$15,000 (for 2 district-wide professional development days)

Guiding Principles for Funds Oversight (Proposed):

- Funds should augment existing professional development resources for Classified Professionals (not supplant)
- Maximize impact; address the professional development needs of the greatest number of Classified Professionals at Las Positas College.
- Promote leadership development
- Investing in Classified Professionals boosts the college's effectiveness in accomplishing the:
 - Las Positas College Mission
 - CCCC's Vision for Success. (A requirement from the CCCC for use of funds.)

Classified Senate Plan for Funds (Proposed):

- LPC's portion of the funds shall be overseen by a Classified Senate subcommittee. Membership shall consist of the following:
 - Chair – Elected from among the subcommittee members
 - Up to Four (4) Senate Officers from Governing Council
 - Up to Four (4) Classified Professionals serving on the Professional Development Committee
 - Up to Four (4) from Classified Senate (At-Large)
 - One (1) SEIU appointed representative
 - Senate President or designee
- Classified Senate Treasurer shall be responsible for managing the budget.
- Funds will be spent over three (3) years (\$14,843.22 / 3 FYs):
 - **FY 2019-20 = \$4,947.74, FY 2020-21 = \$4,947.74, FY 2021-22 = \$4,947.74**
- Expenditure of funds each year will be informed by recommendations from this subcommittee.

Next Steps:

- Classified Senate's approval of recommendation
- SEIU negotiated agreement to designating Classified Senate as the college entity overseeing funds.
- College President's support for this recommendation