



Professional Development

December 11, 2017 | 2:30 PM – 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.

Professional Development

Members Present (voting):

David Powers (MSEPS), Gabriela Discua (Student Services), Bill Eddy (Classified), Carolyn Scott (Classified), Tim Druley (Classified), Gina Webster (BHAWK), Elena Cole (A&H),

Members Present (non-voting):

Howard Blumenfeld (Chair/MSEPS)
Ana Del Aguila, Carolyn Scott

Members Absent:

Roanna Bennie (Administrator), Ernest Jones (CATSS),

Meeting Guests:

David Rodriguez (IRP),
Nessa Julian (SSSP/Equity)

1. **Call to Order** (Howard)

The meeting was called to order at 2:33 pm.

2. **Review and Approval of Agenda** (Howard)

The agenda was approved M/S/A

Agenda approval for 11/13/17: M/S/A

3. **Review and Approval of Minutes** (10/9/17 and 11/13/2017))

Due to not having a quorum, our committee could not approve the minutes from the last meetings:

MOTION to approve minutes from 10/9/17: M/S/A

MOTION to approve minutes from 11/13/17: M/S/A

4. **Public Comments** (limited to 3 minutes per person; the PCD cannot act on these comments) - none

5. **Old Business**

a. **Spring FLEX Day Keynote Session** (Howard)

Date: Tuesday April 3, 9 am – 4 pm. Howard met with Roanna about this; they talked about a "Guided Pathways" keynote speaker. She will speak with Barry regarding an outside expert.

On March 30 the college will make a decision on the Guided Pathways program. Logistics: 1.5 hour keynote speech overlaps with the usual lunch, which might be scheduled earlier. Request for funding for lunch; the President's fund only available from Barry. Attention to not having overlapping sessions. Request to have the keynote in the morning rather than the afternoon or the end of the day. Howard will give updates after his January meeting with Roanna.

6. **New Business**

a. **Global & Individual Survey Results and Analysis** (David R)

David distributed the workshop attendance and response data for the Fall 2017 FLEX day. The highest attendance was for Guided Pathways, Canvas, and Grading Theories and Practices. From the survey, there was positive responses in the majority for (1) description of content, (2) presented in an organized manner, (3) learned new strategies which can be applied, and (4) interested in learning more about the topic. There was an analysis regarding “learning new strategies” showing middle college, payroll and benefits, Canvas, UndocuAlly and others were high scoring. Suggestion to having a survey about interest in attending proposed workshops to scale down the offerings to interests. Discussion on the pros and cons of afternoon discipline meetings. What further data is needed? Collect another year’s data for comparison. Compliments to David on the presentation of the data.

b. Student Equity/SSSP Professional Development (Nessa J., Director)

SSSP (student success and support) program (also referred to as “triple SP”) has two funds allocated from the state. These provide core services, reporting on 11 areas. The majority of funding is for student education plans, in the form of counseling. Pro. Dev. funds can be requested by those who provide core services – educational planning, counseling and follow-up for at risk students – in the areas of training, workshops, and conferences. Student Equity has a state formula that derives from Title 5 and Ed Code for faculty to learn about equities (improving practices, student outcomes, etc.). A presentation shows that our African American students have the greatest needs and we need to find ways to close this equity gap.

Funding has been applied for a variety of memberships and professional development conferences. Budget has been allocated through June 30. A Student Success committee has been established which will create a proposal process for the following year; education about allocation amounts and guidelines needs to happen. A budget proposal template and guidelines are being developed (she shared the draft funding proposal and guidelines forms). Question about funding for conferences that can be used for mid-year expenses? Set aside funds for new applications mid-year. A strict budget needs to be set for contracted salaries for services to students, and contracted software programs (example: online counseling). Software programs will be evaluated to meet audit guidelines. Is there a timeline for these grants? The committee is discussing this; proposals could be submitted in March to the committee to be approved in April, when the budget is loaded into Banner. The State moved to a 2-year funding cycle; there won't be carry-over funds. These are dedicated toward implementation of programs such as Umoja.

c. **Conference Proposals - *approval needed*** (Howard)

These are in the Canvas shell – Howard will send invitations to join to view these.

- Since Jim Dobson's is for a conference in Montreal, the Chancellor needs to approve as it's international.
MOTION TO APPROVE, based on Chancellor approval:
M/S/A
- Ian Brekke: His Dallas, TX conference is prohibited for attendance due to AB1887, so this requires Chancellor

approval. MOTION TO OBSERVE AB1887 for this proposal:
M/S/A

- Antonella Vitale – January 5 proposal for “Women in Jazz” conference. MOTION TO APPROVE: M/S/A

d. **Mandatory FLEX Proposals - *approval needed*** (Howard)

- Don Hester, David Powers, and Howard- Using One note in the classroom:
- Payroll “road show” (sabbaticals, leaves, retirement, etc.)
- Roanna’s session on recruiting and retaining administrators

MOTION TO APPROVE for scheduling: M/SA

Additional proposals coming from David Betts and Jennifer Druley (HR) on workplace issues, and one for Health and Safety issues

e. **PDC Budget** (Howard)

Allocation of \$10,000; currently have around \$8000 left in the budget. This does not “roll over” after June 30th. Roanna has some ideas: raising funding for spring conferences to \$500 which is enough for 17 proposals (with same rates for part-time and full-time faculty). The Guided Pathways keynote speaker could be paid from this amount (approx. \$3000). Discussion about increasing spring conference funding; proposals are due in May. What areas aren’t likely supported by grants? We don’t usually get 17 grants, but with the higher rate maybe more people would apply.

MOTION to increase the Spring funding to \$500: M/S/A.

f. **TLC Symposium for Spring FLEX Day 2019** (Howard)

Information contained in TLC discussion.

7. Informational Items:

a. New Senior Administrative Assistant (Rifka)

b. Variable FLEX Plans collected (Howard)

Rifka will check off who completed Part 1, if there isn't a Part 1, then they are not eligible for Part 2. She will do an analysis as to suitability based on guidelines.

c. Berkeley City College TLC Site visit (Howard)

Howard, Scott and Thomas met with the current director and the founders to learn about the history. They have the same number of students as we do; and started with \$70,000 from Faculty Union funds, also perhaps bonds? (Their funding is now \$50,000.) They have a series of formal projects, such as focused inquiry groups, and informal projects such as peer observation pool. Formal projects have a project manager (with a stipend of \$400) and participants (\$300). There are also stipends for informal managers (\$200) and participants (\$100). They want to include classified, but there are many issues to this. They visited Stanford University for their initial model. A Title 3 grant helped them to start up. A spring symposium is held to share results. Even this small compensation helps to involve faculty in leading and participating. The entire model is based on Appreciative Inquiry.

d. Plans for Enhanced TLC Center, including new facility (Howard)

Howard will be the TLC faculty coordinator, funded by a CTE grant for the first semester. In the spring he is working to get Basic Skills funding and restructure reassigned time. The vision is to serve as a hub for development, at first in the 2410 room,

which needs refurbishment. Topics to include collaborative lesson planning, action plans, peer observation pools, etc. The first year will provide evidence to lead to action plans. Berkeley's funding model will hold, with a restriction of 4-5 people in a collaborative group. Plans for a spring TLC symposium – at Spring FLEX day? Conference attendees can report on their learnings. Support will be given to online learning. Outreach to evening faculty, and there will be evening hours at the TLC. He spoke to Roanna about a ground floor location in the new building, or moving to the tutorial building when they move to the new building? The coordinator duties were outlined.

- *Request for someone to contact the Faculty Union, regarding funding for TLC (as happens at Berkeley). This would stabilize the funding.*
- *Request for Bill to look at classified involvement. Accommodation needs to be made regarding union regulations. Report and discussion at the February meeting. Howard needs to know how to budget for classified.*

e. **Foundation Support for PDC** (Howard)

Ken Cooper is meeting with his Board to discuss supplementing funding for faculty who need additional Professional Development funding. This increases equity in different departments. The Foundation Cycle Grants can be approached for various professional development avenues.

f. **Success with Leveraging Conference Funding** (Howard)

We have had tremendous success with leveraging grant funds across CTE and Basic Skills. Math has been very well supported.

g. **New Faculty Orientation** (Howard)

Mike and Dana talked about emergency issues (need 1699 stickers for the phones) and the health center services. February topic is the tenure process. March: committees; April: budget; May could be enrollment management. Meeting in January at a luncheon, sharing journals.

h. **The Teaching Institute** (Howard)

David attended; the focus was on group work. Good ideas were shared and there were four demonstration stations. No agendas for spring meetings; it may be too much of a load to do two per year. Howard will set up a January organizer meeting.

i. **Working Together** (Howard)

Good seminar; covering the history of grading and what this means to faculty and students. Looking at other grading structures. Low attendance at small group breakout sessions after flex day (Flex day session was very well attended). Howard would like to step back as organizer; he is asking Sheena to take this on, and perhaps look at new directions. Teaching Institute and Working Together may be folded into TLC; the coordinators might be able to receive some compensation under this model, especially if we adopt Guided Pathways.

8. **Good of the Order** (Howard) – no announcements

9. **Adjournment** (Howard): MOTION for adjournment: M/S/A. Meeting adjourned at 4:32 pm.

10. Next meeting: February 12, 2018