



PROFESSIONAL DEVELOPMENT

SEPTEMBER 10, 2018 / 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):

Howard Blumenfeld – Chair, STEM
David Powers – STEM
Lyndale Garner - SLPC
Gabriela Discua – Student Services
Tim Druley – Classified/TLC
Bill Eddy - Classified
Carolyn Scott – Classified
Tim Druley – Classified
Angela Del Aguila - Classified
Amanda Ingold - Classified
Elena Cole – A & H
Roanna Bennie – Administrator

Meeting Guests:

Susan Lloyd

1. Call to order (Howard)

2. Review and approval of agenda (Howard)

MOTION: M/S/A

3. Review and approval of minutes: May 14, 2018 (Howard)

MOTION: M/S/A

4. Public comments (*this time is reserved for members of the public to address the Professional Development Committee. In accordance with the Brown Act, the PDC cannot act on these items*).

5. Introductions/Overview of PDC meetings for 2018-19 (Howard)

Meetings are every month; no meeting in November due to holidays but an email review of conference forms will occur. MOTION TO APPROVE NOVEMBER EMAIL CONFERENCE FORM REVIEW: M/S/A

6. Old business

6.1 Fall 2018 FLEX day keynote – Guided Pathways (Howard)

Howard spoke to Angella and LaVaughn about the Keynote, which might be a panel discussion, followed by morning and afternoon sessions related to Guided Pathways. GP has funds to pay stipends for the keynote.

7. New Business

7.1 Conference funding issues and concerns (Howard/Susan Lloyd)

The issue about part-time faculty minimum requirements of 40% workload and 2 consecutive years at LPC was brought to the Committee. These requirements were not based on policy or contract. Susan's presentation: some part-time faculty do not meet 40% (6 CAH) and what happens when classes are cancelled due to low enrollment? Part-time faculty do interact with a large number of students. Many are active in educator organizations and/or would benefit from professional development. *This issue will be on*

next month's agenda for Old Business where a vote can be considered, along with consideration for part-time classified staff.

7.2 FLEX day proposal approvals for Fall 2018 (Howard)

- Thomas Allen and Frances DeNisco: Noncredit Curriculum Development
- Howard Blumenfeld and David Powers: Using OneNote in the Classroom
- Bruce Griffin: Update on ITS and IT Security
- Christina Lee and Victoria Austin: Submission of DE courses to the OEI course design academy
- Jakes Yoke: Consequences of a Major Earthquake
- Joanna Jen: Rubrics and Beyond
- Karin Spirn: Using the Reading and Writing Website
- Woods, et al: Guided Pathways Math
- Lisa Everett and Heike Gecox : About Sabbaticals
- Marty Nash: Arts experiences
- Sebastian Wong: Dealing with Injuries (first aid response)
- Scott Vigallon and Wanda Butterly: CANVAS ADA compliance
- William Garcia: Classified Professionals panel

MOTION TO APPROVE THESE PROPOSALS: M/S/A

7.3 Conference/Activity proposal approvals (Howard)

One request from Nolan Higdon: Conference on Communications and Media Studies; \$500 requested, October at UC Berkeley. MOTION TO APPROVE: M/S/A

8.0 Informational items (Howard)

8.1 Variable FLEX part 1 due to Rifka November 15

6 hours are required; part 1 is due November 15. Part 2 is due May 15.

8.2 PDC coordinator

This will be Howard's last year as coordinator. David Powers is working with Howard to take this position next year, upon approval by the Committee and Academic Senate.

8.3 Rifka's revised role with PDC (Howard/Rifka): She is assigned PDC meetings, assistance for Mandatory FLEX days, and tracking Variable FLEX.

8.4 PDC budget update: The 2018-19 budget is reduced to \$12,000 from \$15,000; and there may be further cuts later in the year to help balance the budget.

8.5 Accreditation: John Ruys asked for a response to PD accreditation issues which Howard submitted with documentation.

8.6 New faculty orientation: This year's program is developed: Student Outcomes; Tenure Process; Curriculum, Classroom and Incident Management; Professional Development; Using Technology and Social Media in the Classroom. The last two class topics are participant-driven.

8.7 Basic Skills Transformations Grant & new website (Howard/Elena): This grant provided an opportunity for the campus to learn how to reach out to students on basic skills. The grant expires this year (December, 2018).

8.8 Reading Apprenticeship (Elena): With AB705 students have less time to develop their basic reading skills. Three people attended Leadership Training last summer, continuing through Fall; ESL and Online Courses were represented. They will be developing Flex Day proposals. Two more people will attend the Basic Training (both are STEM instructors). Funding needs to be found to continue this training which is around \$700-\$1400 per person, in addition to paying for some of the time required. We are developing a good leadership group. In the Integrated Plan, this program is named specifically. We should take a statement to Academic Senate to continue support for Reading Apprenticeship, advocate for one more cohort and continue to develop the LPC learning community around Reading Apprenticeship.

8.9 The Teaching Institute (Howard/Elena): Nov. 7th there will be a dinner meeting at Canton Village, covering the topics of AB705 and academic dishonesty.

8.10 Working Together: This group has been operational for three years. Howard is organizing this group. There will be a FLEX day session on mental health issues inside and outside the classroom.

9. Good of the order (Howard): Announcement about C4V (Cycling four Vets) fundraiser, including 2.2 mile walk this year – October 6th.

10. Adjournment (Howard) MOTION: M/S/A

11. NEXT REGULAR MEETING: October 8, 2018