



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

November 13, 2023 | 2:30 PM – 4:30 PM | Room 21247

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 Dev Comm Quorum: 5

Non-Voting Members:

Dyrell Foster, Administrator Tri-Chair
David Powers, Faculty Tri-Chair
Aubrie Ross, Classified Tri-Chair
LPCSG – Vacant

Voting Members:

A&H – Peter Kuo
BSSL – Gina Webster
PATH – Vacant
STEM – Howard Blumenfeld
STUDENT SERVICES – Marina Lira
ADJUNCT – Cheryl Dolan
CLASSIFIED/TLC – Wanda Butterly
CLASSIFIED/AS – Alesia High
CLASSIFIED – Anne Kennedy
CLASSIFIED – Jean O'Neil-Opipari
CLASSIFIED – Vacant

- 1. Call to Order:** meeting called to order at 2:42 pm; quorum not established.
- 2. Review and Approval of Agenda**
- 3. Review and Approval of Minutes (Oct. 9, 2023):** minutes were reviewed and will be approved at the next meeting. Correct spelling of "Narcan."
- 4. Public Comments (limited to 3 minutes per person – the PDC cannot act on these comments)**
- 5. Old Business**
 - 5.1 New PDC Photo Update:** the plan is to take the photo at our next meeting in February.
 - 5.2 Activity Packet Update:** David P entered the edits suggested last meeting.

David P raised the issue that the assumption is that PDC is part of the conference approval process moved to InformedK12. The PDC needs to first approve the Activity Packet to provide funding.

Is this something for deans and sr. admin assistants to be educated on? David will meet with business services and Dr. Foster to see how best to achieve the necessary approvals. Some admin assistant training is needed, Aubrie will add this to the agenda on a training she is planning.
 - 5.3 Spring Keynote Update:** we have discussed different options. Names were given for AAPI speakers; David P reached out to these. Nate Tan is in our price range and met with David and Dr. Foster. He is a SF State part-time professor in ethnic studies. David reached out to Karin and Michelle G about their linguistic justice (inclusive language) Flex Day session being expanded to a keynote session appealing to all campus constituents.

Harry Edwards: he just spoke at the district. David did not receive any proposal from the Narcan speakers. Aubrie will follow up regarding a possible Town Meeting presentation. Dr. Foster: inclines to have our own faculty, and Nate speak at a Town Meeting.

Approval was given for Karin Spirn and Michelle Gonzales as Spring Flex Day keynote speakers on linguistic justice.

5.4 Spring Flex Day Meals: Aubrie's spreadsheet on possibilities was shared. Aubrie will proceed with refining the order details for Panda Express. Breakfast: look at Nob Hill (Danish and fruit platter). Costco: add yogurt this time. We will work on this for a presentation in February.

6. New Business

6.1 Conference/Activity Proposals: ten requests have been submitted for committee review. They will have to be approved via email as we can't vote on them at this meeting. Eight are for an annual math conference, which has an equity strand. Question about using some of the LPC equity funds; Dr. Foster confirmed. David will copy him, Sheri Moore and business services on these conferences.

Other requests: One for CIAC Conference (for Articulation Officers); one for an anthropology conference.

6.2 Flex Day Proposals: none

6.3 Flex Day Data (David Rodriguez): see attachments. 62% of people filled out evaluations (not including keynote). There was the highest level of classified participation so far. The largest attendance was the session on the Alternative Academic Calendar. The session on AI was also highly attended. The session evaluations continue to be strong with the majority giving positive (strongly agree or agree) evaluations for all session topics.

Question about "capping" the number of sessions to increase the attendance per session. There were fewer sessions in the past (25 – 35). We had 45 sessions last spring and 47 this fall. One factor in this rise is the involvement of classified in Flex Days, and sessions directed toward them. Do we vote at the end of submissions on which ones would be offered – criteria might be strength of aligning to institutional goals. We can use past data on high attendance sessions to determine future session offerings. The opposite view is to provide a competitive market by offering many sessions. David R suggests looking at sessions rated highly on "I would like to learn more about this topic" to help inform session choices. The general feeling is that a wide range of sessions is good for the attendees and for the presenters. Policies or rating matrices would need to be put into place for a selection process.

Greater attendance and evaluation gathering: David emails presenters about signing in to sessions and evaluations. QR codes and links are posted. Suggestion to leave 5 minutes at the end of your session for sign in and evaluations.

David P shared the results of the global survey (see attachment).

Rifka shared out the Flex Day food report (attached).

7. Informational Items

7.1 Variable Flex Part 1 due to Rifka by November 15.

7.2 PDC Budget Update: With the current budget approvals, the budget would be \$3900. This will be adjusted if equity funding can be applied to eight of the math conference requests.

7.3 New Faculty Orientation: they met last Wednesday, Chris Crone and DSPS staff spoke about student transition and support.

7.4 Teaching Institute: Howard reports no updates; the planning team will meet this month about the spring Institute.

7.5 Caring Campus Update (Jean O'Neil-Opipari): Aubrie and Jean are going to their last training regarding campuses institutionalizing Caring Campus initiatives. They will present at CLI. The LPC task force is being formed. The new classified bylaws might incorporate Caring Campus.

7.6 Classified Senate Update (Aubrie Ross): they have been promoting Caring Campus. A tri-chair was approved for the facilities committee. Next Monday is the chili cook-off. LPC hosted the Gathering of the Senates last Thursday.

7.7 TLC/Professional Development Center Update: the leads had a meeting, and have planned larger meetings. This will be a regular agenda item on PDC.

7.8 PATH Division Representative: vacant

7.9 Classified Professional Representative: Aubrie's space is still vacant.

7.10 LPCSG Representative: one may be identified; David will follow up with Josue Hernandez.

8. Good of the Order

No December PDC meeting; and the January meeting date is during the break. Happy Holidays!

9. Adjournment: meeting adjourned at 4:29 pm.

10. Next Regular Meeting: February 12, 2024 in 21247