

PROFESSIONAL DEVELOPMENT STANDING COMMITTEE

PASADENA AREA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

Monday, August 31, 2015 - 1:00 – 2:30 p.m. – C-217

MINUTES

COMMITTEE MEMBERS PRESENT

Kathy Scott, Co-chair: Assoc. V.P. of Academic Affairs
Susan Bower, Co-chair: Appointed by Academic Senate
Manny Perea, Faculty: Appointed by Academic Senate
Julie Kiotas, Faculty: Appointed by Academic Senate
Dave Douglass, Appointed by Management Association
Matthew Kiaman, Appointed by Management Association
Theresa Reed, Appointed by Classified Senate
Cha Mancini, Appointed by Classified Senate
Mei-Ling Cheng, Appointed by Classified Senate
Leslie Tirapelle, Professional Development Director

COMMITTEE MEMBERS ABSENT

Student representative

RESOURCE REPRESENTATIVE(S) PRESENT

Valerie Foster, President, Academic Senate

I. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 1:06 p.m. by K. Scott.

II. PUBLIC COMMENT

None

(All documents/handouts provided to the Professional Development Standing Committee are posted to the Professional Development site under News & Events <http://www.pasadena.edu/departments/meetings-v2.cfm?Dept=com-prodev>.)

III. APPROVAL OF AGENDA

The agenda was approved as written.

IV. INFORMATION ITEMS

1. **Review of Accreditation Recommendation 6 – Professional Development** – K. Scott gave a brief review of recommendation 6 and explained that integrated planning and implementation with shared governance is the direction the College will be going in-order-to successfully fulfill the recommendation given by the Accreditation Visiting Team.
2. **Review of Policy and Procedure 7160** - K. Scott distributed the document entitled, *“Pasadena Area Community College District Administrative Procedure Chapter 7 – Human Resources AP 7160 Comprehensive and Coordinated Professional Development Program,”* and introduced Leslie Tirapelle as the new Professional Development Director.
3. **New Faculty Orientation and Workshops** - New Faculty Orientation Coordinators Shelagh Rose, Boglarka Kiss, and Shannon Johnson held an orientation for new faculty and will continue to have workshops through the academic year. J. Kiotas recommended taping these workshops for YouTube so other faculty can benefit from the information.
4. **Convocation** – K. Scott commented that Welcome Day and the convocation were successful. M. Perea asked if it would become a paid faculty day (currently not). There was discussion about participation being voluntary for now.

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5. **Flex Day Plans** – Valerie Foster announced that Eduardo Briceño will be the Mindset Works® featured speaker. Beyond the faculty focus, managers and classified will be invited to join two to four afternoon breakout workshops which continue the growth mindset theme.
6. **Professional Development Director** – K. Scott indicated that budget constraints prohibit hiring a Professional Development Director. L. Tirapelle will take on this responsibility in addition to her assigned duties as Dean of the Library and Distance Education. M. Perea remarked that the AP 7160 document states that the Professional Development Director is listed as a “Classified Manager”. This will be taken to the College Council for revision.
7. **3CSN 2015-16 Los Angeles Regional Network Calendar of Events** (free) - D. Douglas and K. Scott discussed calendaring and publicizing local workshops for staff and faculty. L. Tirapelle noted that a Student Success Conference will be held October 7th - 9th in Oakland, CA. J. Kiotas expressed concern that there currently is not an equitable application process to allow everyone an equal access to funds for professional development. The handout will be distributed to committee members and posted on the website.
8. **Equity Workshop**, September 24-25 - “Developing and Using an Equity Lens.” The workshop will be facilitated by Dr. Diane J. Goodman.

V. FOR DISCUSSION AND CONSULTATION

1. **15-16 Professional Development (PD) Budget/Leveraging Resources** – K. Scott noted that the current PD Budget is \$250,000.00. The committee discussed a protocol rubric regarding how the budget should be allocated and an initial PD plan was created. Events that have already been planned were noted and discussion by the committee. Currently there is a two year contract with Lynda.com for \$22,200. PD will present a proposal. K. Scott recommended reviewing the entire budget.
2. L. Tirapelle’s white board of current commitments.
3. It was proposed that Conference Travel should be allocated \$110,000, with the greatest portion (\$75,000) going to faculty. Funds will also be available for classified staff (\$20,000) and managers ((\$15,000; the MA also has another source of funds). Planning, Evaluation, Implementation of on campus events and/or retreats was proposed at \$82,800. The committee also discussed the possibility of utilizing
4. **Conference Travel Protocol** – T. Reed and M. Cheng indicated that classified have no way to request PD or conference travel funds. L. Tirapelle explained that many cost centers have a line item in the area’s budget for travel.
5. **15-16 Professional Development Plan** –Each appointed member will vet the plan through their constituency group prior to implementation.
6. **Equity Theme** – Last year, the Professional Development Standing Committee discussed focusing on the theme of equity for this year. Doing so will further enhance our equity efforts. Additionally, we would be able to utilize equity funds for some of our events.
7. **Salary Scale increases for Professional Development** - Shelagh Rose and Boglarka Kiss will receive release time and Shelagh will also receive a stipend for her work with PD. T. Reed raised the classified overtime issue because participation in presenting a workshop on Flex Day does not allow for a stipend for a classified employee, but does for faculty.

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8. **15-16 Professional Development Calendar** – We will be putting all PD events on a master calendar in conjunction with the new website.
9. **Website** – L. Tirapelle would like to create and launch the Professional Development website soon. Other notable informative sites were discussed including: Santa Rosa, Valencia and College of the Canyons – L. Tirapelle plans to meet Leslie Carr, Director, Professional Development, College of the Canyons.
10. **Other** -

VI. FUTURE MEETING DATES

First and Third Monday from 12:30 – 2:00 p.m.

September 21	October 5	October 19	November 2
November 16	December 7	December 21	January 4
February 1	March 7	March 21	April 4
April 18	May 2	May 16	June 6
June 20			

VII. ANNOUNCEMENTS

No announcements.

VIII. ADJOURNMENT

The meeting adjourned at 2:37 p.m.

Recorder: JoEllyn McGrath