

PROFESSIONAL DEVELOPMENT (PD) STANDING COMMITTEE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
Monday, September 21, 2015 - 1:00 – 2:30 p.m. – C-217
MINUTES

<u>COMMITTEE MEMBERS PRESENT</u>	<u>COMMITTEE MEMBERS ABSENT</u>
Susan Bower, Co-chair: Appointed by Academic Senate	Kathy Scott, Co-chair, Assoc. V.P. of Academic Affairs
Leslie Tirapelle, Professional Development Director	Julie Kiotas, Faculty: Appointed by Academic Senate
Matthew Kiaman, Appointed by Management Association	Student representative
Cha Mancini, Appointed by Classified Senate	
Manny Perea, Faculty: Appointed by Academic Senate	
Dave Douglass, Appointed by Management Association	
Theresa Reed, Appointed by Classified Senate	
Mei-Ling Cheng, Appointed by Classified Senate	
<u>RESOURCE REPRESENTATIVE(S) PRESENT</u> Shelagh Rose, Boglarka Kiss, and Shannon Johnson, New Faculty Orientation Coordinators	

I. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 12:39 p.m. by S. Bower.

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 MINUTES

M. Perea moved to approve, M-L Cheng seconded. The minutes were approved as written.

IV. INFORMATION ITEMS

- Flex Day Plans** – S. Bower reminded everyone that Eduardo Briceño will be the Mindset Works® keynote speaker. Additionally, students will be filmed about life struggles. Groups will provide presentations about these featured students and the intention is to collectively address these students' challenges. M. Perea asked if there would be EEO training during Flex Day. L. Tirapelle clarified that EEO training will be valid for two years now rather than one and that there will not be EEO training on Flex Day. Individual training will also be offered as needed for hiring committees. M. Perea asked if the Professional Development Committee will approve the schedule for Flex Day. Because there is a Flex Advisory Committee, L. Tirapelle felt that the role of the PD committee regarding Flex Day is to help facilitate the event. L. Tirapelle would like the PD committee to help with Master Calendars and marketing PD events. The role of the PD committee will be on the next agenda. T. Reed would like defined goals and discussed the Equity group as an example. D. Douglass commented that grant funded professional development should be considered

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separately from other PD activities. M. Perea asked where FLEX Day funds came from.

2. **Accreditation Workgroups** – K. Scott provided handouts to S. Bower with brainstorming ideas and possible steps with timelines for Recommendation #6. S. Bower emphasized that several possible steps have already been completed or are in process. D. Douglass and M-L Cheng, as an example, indicated that Academic Senate spoke to Classified Senate and the Management Association regarding Flex Day. T. Reed suggested additional collegial consultation regarding student equity and letting the PD committee know what the process is for reporting back to groups. A shared calendar was discussed. D. Douglass and M-L Cheng would like to see the plan that follows the newly created policy because the committee is playing catch-up. Each member should bring information to PD. M-L Cheng mentioned that Classified Senate Members will have a Halloween general meeting on October 29th. Definition of Professional Development (PD) was also discussed and letting the entire campus know about training, regardless of whether it's open to the entire campus or not (IT example given).
3. **Policy and Procedure 7160 Update** – S. Bower indicated that under ii. #11 the words “*Classified Manager*” would be removed for the Professional Development Director. M. Perea asked if it should be approved through shared governance. L. Tirapelle said that the reported change could be an information item at the next College Council meeting.
4. **New Faculty Orientation and Workshops** – New Faculty Orientation Coordinators Shelagh Rose, Boglarka Kiss, and Shannon Johnson spoke about the new faculty orientation and most recent workshop. They have coordinated with constituent groups and met with the deans to prepare content as well as streamlined access for new faculty to keys and parking permits as well as training on web CMS, smart classrooms and Canvas. They have also provided social, getting-to-know-you activities and scavenger hunts around campus to familiarize the group with everything PCC has to offer. Through assessments they are establishing what these new faculty have (expertise) and what they need. The coordinators have also reached out to part-time faculty. M. Perea expressed concern over the non-implementation of the curriculum that was approved by Academic Senate. There was discussion regarding the design and preliminary draft from Academic Senate as a guideline of a proposed ‘15-‘16 curriculum. The New Faculty Orientation Coordinators contend they have academic freedom to develop curriculum, and that 10+1 allows the Academic Senate to set policy recommendations regarding professional development, but not specify content. S. Bower mentioned the timeline of hiring the coordinators and possible communication inconsistency regarding the draft version of the approved content. S. Rose and B. Kiss indicated that the Coordinators were hired to design and implement the curriculum and training. M. Perea argued that they should be delivering professional development training curriculum that had been established and approved by the Academic Senate. The three coordinators contend that they collaborate with all constituency groups and are open to feedback. T. Reed would like the coordinators on the next agenda to keep the dialogue open about the nuts and bolts of this new program. B. Kiss had a question regarding Professional Growth Credit upon successful completion. How many times can a new faculty member be absent? There has been no announcement about attendance. L. Tirapelle will investigate standards of practice. HR may have some information. T. Reed discussed the need for welcoming and

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orienting newly hired classified staff. Currently there is no new classified staff orientation. New faculty are paired up with mentors. D. Douglass mentioned that new faculty are generally hired all at once whereas classified staff are hired one by one all year long. It was agreed that the onboarding process and resources for classified staff should be a future agenda item.

V. FOR DISCUSSION AND CONSULTATION

1. **15-16 Professional Development (PD) Budget/Leveraging Resources** – M-L Cheng provided two charts for proposed funding and broke it down by a per person allocation. S. Bower explained that classified staff have different needs in terms of output and amount of training required – where faculty must keep up with industry standards to teach what is current. M-L Cheng provided the example of a math lab tech needing training for updated computer software. L. Tirapelle wants to make sure that departments provide classified staff opportunities for conferences if they have the funding. L. Tirapelle noted that Student Services has a lot of external funding. Many classified in that area have gone to conferences. C. Mancini believes that there should be a \$250 cap (like there was in the past) on funding. Some departments have no line item for PD or conference travel. Current conference line item budgets are not consistent or equitable. The committee discussed a protocol rubric regarding how the budget should be allocated.
2. **Conference Travel Protocol** – S. Bower said that there are currently three rules 1. \$1,500 cap, 2. Only one trip per person per academic year. 3. Once the money is gone it's gone. First come first served. L. Tirapelle recommended meeting with Deborah (Classified Senate President) regarding PD funding for classified staff.
3. **15-16 Professional Development Calendar** – L. Tirapelle is looking at products to handle registration for training and events, a master calendar, and also a tool which provides assessments of professional development programs. She discovered that one college uses the extension product that PCC's Extension Program currently uses. D. Douglass said that they reviewed software products for this purpose (2010/11). He wondered if 25 Live might also work for this purpose. L. Tirapelle explained that 25 Live has not been fully implemented yet.
4. **Other** – L. Tirapelle announced that a Program Plan is required in Task Stream.

VI. FUTURE MEETING DATES

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

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 2:15 p.m.

Recorder: JoEllyn McGrath