

PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROFESSIONAL DEVELOPMENT STANDING COMMITTEE REGULAR MEETING  
Monday, March 23, 2016 - 12:30 – 2:00 p.m. – C-217

***Draft* MINUTES**

<b>COMMITTEE MEMBERS PRESENT</b>	<b>COMMITTEE MEMBERS ABSENT</b>
Susan Bower, Co-chair: Appointed by Academic Senate	
Leslie Tirapelle, Professional Development Director	Yajaira De La Paz, Appointed by Classified Senate
Kathy Scott, Co-chair, Assoc. V.P. of Academic Affairs	Matthew Kiaman, Appointed by Management Assoc.
Mei-Ling Cheng, Appointed by Classified Senate	Therese Reed, Appointed by Classified Senate
Julie Kiotas, Faculty: Appointed by Academic Senate	
Dave Douglass, Appointed by Management Assoc.	OPEN POSITIONS - Student Representative
	Faculty Representative

- I. Call to Order – 12:40 p.m.
- II. Public Comment on Non-Agenda Items – None.
- III. Approval of Minutes – Tuesday, March 1<sup>st</sup> minutes were approved as written.
- IV. INFORMATION ITEMS
  1. PCC PD Webpage: L. Tirapelle discussed updates to the PD website. The PD Survey for each constituency group plus the survey executive summary still needs to be added. Waiting for the documents to be formatted for 508 compliance/accessibility.
  2. Accreditation Report Status – K. Scott discussed the approval process and timeline for the Follow-Up Accreditation Report. Faculty accreditation report writer Lynora Rogacs posted on the PCC webpage the Accreditation Follow-Up report and supporting evidence for campus-wide and public review and comment. The Planning and Priorities committee (P&P) reviewed the track-changes report and the timeline. Once approved by P&P, The Academic Senate will also review and approve as well as the Management Association and the Classified Senate.
- V. FOR DISCUSSION AND CONSULTATION
  1. FLEX Advisory Committee for 2016-2017-FLEX DAY – S. Bower updated the committee on the progress selecting a FLEX Advisory Committee for the two upcoming scheduled Flex Days.
  2. Online Resources for 2016/2017 Grovo.com – L. Tirapelle explained that we have a contract with Lynda.com until 2017. Grovo.com is currently available for free through a statewide subscription, but is not 508 compliant so it is not being widely advertised.
  3. PCC PD Budget – \$75,000.00 / Faculty. \$15,000.00 / Managers. \$20,000 Classified staff with a \$250 per person limit for travel. L. Tirapelle indicated that there was money left for classified conference travel.
  4. PCC PD Programming
    - a) Open Electronic Resources (OER) -
    - b) Ethics – An online course was proposed for shared governance committee chairs.
    - c) Effective Committee Leadership – S. Bower discussed this as a component of Flex Day.
    - d) Institutional SLOS – J. Kiotas would like an update regarding compliance and the delivery system from Melissa Anderson and additional training for faculty. D. Douglass believes that once Department Chairs are in place SLOs will work with a “train the trainer” model moving forward.
    - e) Safety/Emergency Preparation
    - f) Classified Day – M. L. Cheng indicated that this year’s Classified Day will be June 8<sup>th</sup>.

Kronos, Banner and Canvas online training was discussed as well as possible topics for “Lunch and Learns”.

5. AP 7160 -- K. Scott discussed AP 7160 “Comprehensive and Coordinated Professional Development Program”. The committee discussed the recommendation for the Professional Development Director position and membership. This will be an agenda item for April 4<sup>th</sup>.
- VI. Next Meeting: **Monday, April 4, 2016, 12:30-2:00 PM, C-217.**
- VII. Announcements – None.
- VIII. Adjournment The meeting adjourned at 2:00 p.m.

**Recorder:** JoEllyn McGrath

**COMMITTEE GOALS:** Conduct annual needs assessment and report analysis to the college Collaborate with college-wide committees, areas, and constituents to develop events/activities Develop professional development program plans and annual updates Promote professional development opportunities to the campus community Maintain annual professional development web site and calendar Develop and oversee professional development budget.