

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROFESSIONAL DEVELOPMENT STANDING COMMITTEE REGULAR MEETING
Monday, April 18, 2016 - 12:30 – 2:00 p.m. – C-217

***Draft* MINUTES**

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

- I. Call to Order – 12:40 p.m.
- II. Public Comment on Non-Agenda Items – None.
- III. Approval of Minutes – April 4th minutes were approved as written.

IV. INFORMATION ITEMS

1. **PCC PD Calendar** – <http://www.pasadena.edu/pd/> updated daily.
2. **PD Events for Spring** –
 - a) Open Electronic Resources (OER) - Tuesday, April 19, 12-1 p.m., Center for the Arts, 101.
 - b) Welcoming Syllabi - The Syllabus as Artifact: Promoting Student Success through a Key Pedagogical Tool. Facilitator, Dr. Cristina Salazar-Romo. Tuesday, April 26, 2016, 12-1 p.m., C-103.
 - c) Information Competency – Facilitator, Librarian Ken Simon. Thursday, April 21, 12-1 p.m., LL 100 - Large Lab, Shatford Library.

V. FOR DISCUSSION AND CONSULTATION

1. **Classified Day Update** – The theme for Classified Day is “Planning Your Future”. M-L Cheng announced that J. Kiotas will be a presenter during the afternoon breakout sessions of Classified Day which is June 8th at the Altadena Country Club. Representatives from PERS and Social Security will also present. Brad Pollak will be the morning keynote speaker.
2. **FLEX Advisory Committee for 2016/2017** – S. Bower asked for classified and management recommendation for committee participation on the FLEX Advisory Committee. Academic Senate is in the process of filling the spots on the committee for the fall and spring FLEX Days.
3. **FLEX Program Design for 2017/2018** – S. Bower mentioned that Academic Senate approved a new FLEX Program. Rather than a day or days set aside for campus-wide participation, FLEX will be structured differently with individual hours on professional development.
4. **PCC PD Programming for 2015/2016** – S. Bower stated that Melissa Anderson will work with departments on SLO 5. There will be additional technology training and M. Kiaman announced that SMART classroom seminars will be scheduled individually if needed, just email or call the HELPDESK.
5. **Development of PD Workshops for Spring 2016** – S. Bower facilitated committee brainstorming regarding workshop and training recommendations. Items included: Progressive discipline in the classroom and the paper documentation needed; web forms online; leadership skills / enrichment; KRONOS. Banner, Grant Writing training; student emergencies (health and other) issues – who to call.
6. **PD Preliminary Planning for 2016/2017** –
 - a) For faculty primarily (although may be appropriate for other groups also) –
 - Repeat PD events for OER and Creating a Welcoming Syllabi
 - Smart Classroom – both workshops and 1-1 training

- CANVAS – various levels from beginning to advanced – Julie K. to provide preliminary input
- b) For any/all groups -
 - Achievement Gap – success and retention by group -- use our own demographics – both aggregated and granular data. (We apparently used to get this information – was pushed out to the campus). We want faculty to get their own personal data as well as the discipline as a whole so that they have some basis of comparison – also grade distribution
 - ISLO #4 – Social Responsibility: Demonstrate sensitivity to and respect for others
 - Student Services – What are they all and what, exactly, does each service provide?
 - Working with student veterans
 - How to be available to our students – within appropriate boundaries
 - Safety in and out of the classroom – including what harassment is and what we do about it
 - Student or employee health emergencies (e.g., what to do if someone has a seizure)
 - Leadership skills
 - Equity in hiring
- c) For classified primarily –
 - Kronos training
 - Banner training (managers also)
 - How to acquire skills for promotion
- d) Managers –
 - Leadership
 - Banner
 - Equity in hiring – management role

VI. Next Meeting: **Monday, May 2, 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.