

# PASADENA AREA COMMUNITY COLLEGE DISTRICT PROFESSIONAL DEVELOPMENT STANDING COMMITTEE REGULAR MEETING

Monday, September 19, 2016  
12:00 pm – 1:00 pm, Room C-218

## Minutes

### IN ATTENDANCE:

Susan Bower, co-chair  
Leslie Tirapelle, acting co-chair  
Denise Albright  
Brock Klein  
Debra Krause-Cantarero  
Felisia Mitchell  
Julianna Mosier

### OPEN POSITIONS:

Faculty Appointment – two positions open  
Student Representative

I. Meeting called to order at 1:03 PM.

II. Public comment on non-agenda items – none.

III. Welcome

1. Leslie has been asked to stand in as co-chair for Dr. Giugni.

IV. Information Items

1. Lynda.com

- Cost is \$22k per year. PCC's 16/17 subscriptions was paid in spring. Learned over the summer that there is a free statewide subscription starting August 2016.
- Since Lynda.com will not grant a refund, we will continue until our subscription expires then change over to the free subscription.
- Question was asked if we have any data on how many people have been using it. Leslie reported about 300 users.
- Suggestion was made that PD needs to advertise Lynda.com more.

2. Professional Development Director position

- Draft PD job description was presented to committee.
- PD position will be paid through Equity funds.
- Question was raised if this was the same draft job description that was created last time when there was a discussion of a full-time PD director; it is not.
- This current draft job description is being reviewed by various shared governance committees. There were some concerns raised about the draft job description, which will be put into a Google Doc for the committee, so it can be viewed and suggestions made. The committee also expressed concern that the job description was being shared with constituency groups before it was presented to the PD Standing Committee, which is made up of members from all constituency groups.
- MOTION: Susan Bower moved to invite Lisa Norman to attend the next meeting to discuss the job description and allow the PD standing committee to make recommendations before the job description is finalized/posed. Motion was seconded by Julianna Mosier. Motion passed.

V. For Discussion and Consultation

1. Membership update

- There are two faculty appointments open and one student representative position open.

- We are actively seeking members to fill these positions with the Academic Senate and Associated Students.
2. 2015-16 Professional Development budget
    - We have about the same budget as last year (\$211,000 as opposed to \$204,000)
    - In their own conference lines/budgets, Classified Senate allocation \$20K; Management Association allocation \$25K; Academic Senate does not have an allocation from PD funds.
    - Funds in the general PD budget are set aside for assigned time (for new faculty orientation, which is outlined in the Program Plan) + 10K for other assignments that may come up over the year.
    - Are we going to build something similar into the Program Plan for Classified and Management so that it is funded and part of the budget?
    - We did not pay for all reassigned time last year for the New Faculty program. Leslie will ask Instruction to cover some of these costs again.
    - About \$20K is set aside for campus events/programming. Toward the end of the year if it is not spent, we can spread it out to conference lines.
    - Questions was raised about how much it costs to fund professional development on campus, not just funds through professional development but also including money in various departments that are set aside specifically for PD.
    - Standing committee approves campus-wide PD events. Events focused more on one constituent group would be for that group to consider and fund.
    - Budget projection was modeled after what happened last year and is just a draft. We will revisit and finalize at next meeting.
  3. Annual Goals
    - Last year, the committee decided to keep goals simple and to focus on meeting accreditation requirements.
    - Question was asked about how we record collaborations regarding professional development. One way is when people from different groups attend meetings – this would be reflected in the meeting agenda and notes.
    - Promoting PD activities/opportunities. We need to go over the events planned for this year – do we need to bolster or are there enough?
    - Committee will discuss and determine annual goals at next meeting.
  4. Professional Development website and conference request procedures
    - Under “faculty/staff” tab of college website.
    - Centralized calendar for all PD events for ease of use and tracking of events. Using same system that Library is currently using to book study rooms since it was low-cost.
    - Now Academic Senate would like to have a flex calendar next year, do we need to look into other systems that can accommodate that? Should the PD director/office monitor flex calendar for faculty? Yes.
    - Conference information and forms available for faculty, classified and management are maintained on the PD website.
  5. AIP Goals Chart – update status/roles if needed
    - Will send an electronic copy. Please review so we can discuss at the next meeting. There are some items that are the responsibility of the PD standing committee.
    - Need to reach out and make sure responsible parties are aware and working towards their goals; highlighted ones are most important.
  6. College-wide professional development procedure recommendations
    - Handed out current procedure.
    - Goal for the Fall is to review and recommend changes to the procedure that reflect the new PD Director job description and current practice.
    - Ensure that the procedure is broad enough to make adjustments as needed but also meet best practice standards and legal requirements for professional development.

**VI. Next meeting: Monday, October 3, 2016, 12:00 pm – 1:00 pm.**

1. Professional Development budget
2. Job description for PD Director

3. AIP electronic copy for review
4. Cornerstone on Demand (PD software, includes flex reporting)
5. SANFACC mentor program
6. OER committee
7. Begin reviewing current board procedure
8. Review current conference request guidelines for each constituency group

**VII.** Announcements – none.

**VIII.** Meeting adjourned at 1:23 PM.