

PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROFESSIONAL DEVELOPMENT STANDING COMMITTEE REGULAR MEETING

Monday, October 3, 2016
12:00 PM – 1:00 PM, Room C-218

MINUTES

In Attendance

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

Open Appointments

Faculty Appointment (2 open)
Student Representative

- I. **Meeting called to order at 12:06 PM**
- II. **Public comment on non-agenda items** – none
- III. **Approve minutes from meeting on September 19, 2016**
 1. B. Klein moved to approve minutes with revisions, D. Krause-Cantarero seconded.
Motion passed.
- IV. **Information Items**
 1. Accreditation team follow up visit – October 19, 2016
 - Accreditation team will be on campus one day, Wednesday, October 19
 - Question was raised as to what this meant for the PD committee. Not sure yet, meetings are starting this week regarding the visit. It will depend on what the accreditation team needs and whether or not they are satisfied with the PD team's report.
- V. **For Discussion and Consultation**
 1. Professional Development budget
 - L. Tirapelle has not been able to meet with Dr. Giugni to discuss Instruction covering reassign time and the associated benefits for New Faculty Seminar coordinators. If Instruction does not cover these costs, then it will be about \$20K that PD will have to cover.
 - During meeting with Aspen team, subject of professional development came up and they wanted to know how we measured outcomes, urged us to have better idea how much is spent on PD (general funds and categorical funds combined).
 - Difficult to determine amount spent on PD since PD money is everywhere. For example some departments have budget for PD, grants have PD incorporated into them, etc.
 - Suggestion made that maybe all PD money needs to be in single PD budget, and each constituency receives a percentage of that budget. Campus-wide PD

budget was suggested before but there was some pushback as some areas wanted to retain some latitude on how they spent their PD funds.

- More transparency needed regarding where all the PD funds are/which departments have them.
- Question was asked about who makes the final decision regarding PD funds for conference travel. It is each constituency's decision on how the money is spent and which travel requests are approved.
- J. Mosier made suggestion on how to divide the current PD budget:
 - Dr. Giugni should cover the cost of reassign time and the associated benefits
 - \$11,693 should be set aside for duplicating/printing/administrative costs
 - Remaining \$200K: 45% faculty, 25% classified, 20% management, 10% district-wide events

2. Professional Development Director job description

- Would like to send PD director job description to Lisa Norman this week so she has time to really look over the suggestions and make edits. Dr. Norman has already received some suggestions and has started a revised draft.
- Committee agreed that the PD director position should be a classified management position.
- Committee also agreed that the PD director should be co-chair for all constituent group committees that oversee PD for that group. This will help with communication and understanding each group's needs.

3. SANFACC mentor program

- There is a need a representative for PCC. Should probably be a manager but it doesn't have to be. Preferably someone who has a good knowledge of the staff and managers on campus and would be good at placing people with the right mentor. Please let Leslie know if you know of someone who would be a good fit and would be interested.
- Suggestion to add SANFACC representative to PD Director job description.

4. PD funding requests

- Natural Sciences
 - Asked to revise request to exclude equipment
- Academic Senate
 - Deferred to Faculty Professional Development Committee since it is a faculty request.

5. OER committee as PD sub-committee

- OER committee was formed to encourage faculty to use OER in classrooms (this is a state-wide initiative). PCC has applied for and (we believe) will receive 50K for professional development. We need to formalize a committee/place for the OER initiative.
- Can/should the OER committee be a sub-committee of the PD committee, since so many of its activities are PD related?
- The PD committee suggests that PCC follows the model established by other institutions and place OER under the Library. It could also be a working group of the College Council.

VI. Next Meeting - Monday, October 17, 2016, 12:00 PM – 1:00 PM

1. Guest: Dr. Lisa Norman, VP Human Resources

- Professional Development director job description
- Cornerstone on Demand

VII. **Announcements** – none

VIII. **Meeting adjourned at 1:20 PM**