

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROFESSIONAL DEVELOPMENT STANDING COMMITTEE**

TUESDAY, DECEMBER 6, 2016  
12:00 – 1:00 PM, Library Terrace Room

**MINUTES**

**In Attendance**

Susan Bower, co-chair  
Leslie Tirapelle, acting co-chair  
Bakhtawar Bhadha  
Brock Klein  
Felisia Mitchell  
Julianna Mosier

**Absent**

Denise Albright  
Debra Krause-Cantarero

**Open Appointments**

Faculty Appointment  
Student Representative

**I. Call to Order at 12:11 PM**

**II. Public Comment on non-agenda items – none**

**III. Approval of Minutes**

1. Defer approval of November 10, 2016 & December 1, 2016 meeting minutes to next meeting on January 12, 2017

**IV. For Discussion and Consultation**

1. Annual Goals – vote on final 16/17 goals
  - Item #1 change to “Develop Professional Development Committee 3-5 year Goals.”
  - Item #2: capitalize “program plans” & “annual updates”
  - Item #4: Change wording to be more specific, such as “develop biannual needs assessment survey” or similar. Need to annually solicit for feedback and updates.
  - Item #9: replace “systems” with “software” to make it less confusing
  - Comment was made that annual goals seemed a little vague and was assuming this was done intentionally to be able to include as many groups as possible. Should we be more specific on some parts of it, identify specific groups?
  - Annual goals were approved with changes
2. Development of 3-5 Year PD Goals?
  - Is this for the committee to determine or PD director to determine for the program?
  - Goals are not written in stone, they can be changed. If we create a 3-5 year plan now, it can always be reviewed and updated. This group may need to create a 3-5 year plan now anyway because of the upcoming program review.

- Is this a process that involves more people or just the group? If this group develops a program plan, do we take it to other constituency groups?
- Usually PD Committee would provide input for the program review but the PD director would do the program review. Not sure how it will work, it will depend on how the college will decide to run it, but program reviews typically are not done by committee.
- We should have mid to long-term goals to follow strategic plans and tie them into the institution's goals and outcomes; PD activities and programs should also follow the institution's strategic goals
- PD director can suggest themes for the year/semester, this can better tie together all PD activities around campus and better use our resources and involve more groups on campus
- We should be able to articulate to the new PD Director on how to better communicate with all constituent groups. We currently have no process or procedures to bring to the PD Director.
- Need to make sure we don't cross lines, for example, Title V states faculty PD events needs to be developed by the faculty committee, etc.
- Agree to go forward with developing 3-5 year goals so new PD director can have something to start from.

### 3. Cornerstone on Demand

- Dr. Norman needs our feedback on whether to include the PD component in the next Cornerstone contract.
- Pros:
  - Cornerstone can tie to banner and we already use their application tracking system so all these pieces of information (from their application to HR to PD) would be tied together.
- Cons:
  - There are some challenges with Cornerstone and the services we already use with them, do we want to extend our involvement by adding the PD component?
  - Needing to login in order to see calendar and content would be a hindrance to getting people to use it.
- Tech incoherence – are we interested in getting this product just to quickly fill a need? Is this really the best way? Is there a program or software that would be better all-around? We should do more research to find the best option for us.
- Have we really done due diligence in searching for the best solution? We need to do a better search, talk to more people on campus and see what is already being used and if there is something that can be added to an already existing system on campus for lower cost.
- Do we have a list of what we need this program to do?
- Desirable features:
  - Manage tracking flex hours
  - Conference request tracking
  - Can tie into online learning environment
  - No login required to view calendar, etc. – has simple, easy way to see and sign up for events
  - Uniform look – all PD events across campus should have a standard layout

- Would be nice if it also had a phone app
  - This would be helpful when searching for the best program to use.
  - Other programs looked into: True North Logic and My Learning Plan
  - Program needs to be able manage tracking flex hours, conference
  - What is our timeline for new flex system?
  - Committee has decided to recommend not using Cornerstone on Demand for PD.
4. Campus PD Committee PD Request Procedures
- Develop committee approval guidelines and process for PD requests. Will send out sample of faculty group's version for review
5. Additional Comments
- What is happening with the post & fill for PD director? Check with fiscal (Maria Alzaga) to see if the form has been submitted to them
  - Leslie will bring it up with her meeting with Dr. Giugni.

V. **Next Meeting: Thursday, January 12, 12:00 pm – 1:00 pm, C-218**

VI. **Announcements – None**

VII. **Adjournment – meeting adjourned at 1:06 pm.**