

PASADENA AREA COMMUNITY COLLEGE DISTRICT PROFESSIONAL DEVELOPMENT STANDING COMMITTEE

Tuesday, September 26, 2017
12:00 PM – 1:00 PM

MINUTES

In Attendance

Valerie Foster, co-chair
Leslie Tirapelle, acting co-chair
Bakhtawar Bhada
Susan Bower
Felicia Mitchell

Absent

Denise Albright
Brock Klein
Debra Krause-Cantarero

Open Appointments

Management Appointment
Student Representative

Guest Attendees

Graciela Caringella

I. Call to Order at 12:05 PM

II. Public Comment on Non-agenda Items

III. Information Items

1. Update on hiring of Director of Professional Development
 - First round was a failed search.
 - Second round is ongoing. The hiring committee is still reviewing applications and has not met to select candidates. This will not happen until Brock Klein returns.
 - Process is moving along, expect to interview candidates this term.
2. Flex
 - Decided to create Administrative Procedure (AP) so everyone clear on flex days. It will be presented to shared governance groups.
 - It would be 5 days total (average in state is 5).
 - Three would be before start of instruction of Fall; two before instruction in Spring. This way we don't have to worry about suspending class in middle of semester.
 - Still needs to be vetted by academic senate; union is ok with extending negotiating contract and ok with the proposal as long as there are options for faculty who do not want to go to the flex days before the Fall/Spring semesters.
 - Flex AP will cover all faculty and include classified staff to reflect their needs.
 - Hoping to fine-tune supporting guidelines to support and reflect needs of classified staff (for 2018-19)

- Need to pass AP this time so we can implement now or we have to wait another 2 years
- There will be only 1 flex day this year in the Spring 2018 semester. There is no flex day for the Fall 2017 semester.
- Possible topic for flex day is course completion – how professional development and our jobs tie into student course completion.

IV. For Discussion and Consultation

1. Dates/times of PD Standing Committee meetings
 - Add third Tuesday of each month, 12:00 pm – 1:00 pm, in addition to every fourth Tuesday (next meeting would be on Tuesday, October 17).
 - Will send out another calendar invite to include the third Tuesday and we will see what the response is with the rest of the group.
2. Review Charge and Membership
 - Change the PD standing committee charge that is currently on the College Council form to the PD mission statement and goals.
 - Maybe remove the “state and federally mandated training” – does it make it seem as if we are too focused on that?
 - Some training offered through HR has never been reviewed or brought to PD standing committee; we don’t want to receive complaints for training/events that we are not aware of/part of/responsible for, etc.
 - Possible topic for next PD meeting - add standing position in AP for someone from HR? We can make recommendation/request to classified, management and faculty associations that we want one member from HR but it is not mandated.
 - Membership: AP7160 (membership is listed in AP)
 1. Co-chair: Chair of Academic Senate
 2. Co-chair: Assoc. VP of Academic Affairs or Designee
 3. Faculty
 4. Faculty
 5. Manger
 6. Manger
 7. Classified senate
 8. Classified senate
 9. Classified senate
 10. Student
 11. PD director
 - 2 year terms staggered; will send Crystal info from AP
 - It was discussed in College Council that all sub committees have the same term limits for continuity.
 - Will be asking again who the formal appointees are.
 - Language of AP for membership
 - AP draft revisions to be on next agenda
3. Review Committee Evaluation
 - Do we want to cover meeting norms? Do we need to establish guidelines, etc.?
 - Generally other responses were positive.
 - Any issues you don’t feel comfortable talking about in the group, you can always go to Leslie or Valerie individually instead.
4. Review 16/17 goals
 - How detailed do they need to/should be?
 - Please review for next time and we will discuss if we want to write something more specific rather than have only broad goals.
 - Something more tangible (review revise AP, find space for director, etc.)?

- Will send out as google doc so committee members can comment on it.
- 5. Initial PD budget discussion
 - Classified proposal is request for \$25K which is aligned with what they received last year.
 - Academic Senate and Management Assoc. should also send proposals.
 - Academic Senate wants to have a mentor program and are requesting additional funding for food, etc. Will the \$12K requested for this program be out of their \$75K allotment or can they get additional funds?
 - Classified – recommending looking at \$7000 for conference travel; is this sufficient? Possibly increase your proposal?
 - May need meeting with senior administrators about the PD budget and what it is intended for, programming only or both programming AND program?
 - Previously asked for increased budget to include funds for program support.
 - Recommended that Academic and Classified senates should re-write their proposals with budget amounts reflecting their total needs so we can better understand what each constituent groups need.
- 6. Next agenda:
 - Current AP; send out and suggest adding one position be representative from HR.
 - Some items on current AP are in discussion, haven't been vetted/discussed, etc.
 - Will send out draft AP with suggestions to group, you are welcome to add your own suggestions.
 - Will send original version that was marked up.

V. Next Meeting: Tuesday, Oct 17, 2017, C225

VI. Announcements

VII. Meeting adjourned at 1:22 PM.