



Professional Development Program (PDP)

Regular Meeting - November 14, 2025

**11:30am-1:00pm

Hyflex Meeting - Room OC3504

1 Barnard Drive, Oceanside, CA 92057

UNOFFICIAL MINUTES

- I. Call to order
The meeting was called to order at 11:38am.
- II. Remote Member Attendance
Description: *PDP will consider remote participation of members under the provisions of AB2449, if any.*
The Committee approved by unanimous consent, Dean Makevich to attend online under the provisions of AB2449.
- III. Roll Call
Present: Aaron Roberts (PDP Coordinator), Jim Julius, Rica French, Zika Perovic, Lynnne Trzoss, John Makevich, Brian Page, Erica Duran.
Absent: **Ansina Green, Bruce Hoskins, Ghada Osman**, Israel Pastrana.
Others: Craig Dolce

Note: Green and Hoskins were absent for roll call but arrived between 11:41am and 12:00pm and were present for the remainder of the meeting. The committee will hear a request to approve Osman's attendance under the provision of AB2449 as she was absent for roll call due to a student emergency and sent an email at 11:18am which was not seen until after the meeting.
- IV. Persons wishing to address the committee
Description: *Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings.*
None.
- V. Changes to agenda order
None.
- VI. Consent Calendar
A. Approve the Regular Meeting Minutes of October 10, 2025
The meeting minutes were unanimously approved.
- VII. Information / Discussion
A. TaskForce/ Spring Flex Development
Description: *The PDP Committee will take a look at 2 years of data to assess our data collection process, professional development offerings, and develop our Spring Flex schedule planning. We will also explore internal audit options for flex transcripts.*
Discussion: Roberts shared feedback from colleagues who likened the proposed Spring 2026 Flex schedule and themes. The Celebration of Teaching Day that is planned on the Thursday of

**Meeting time was shortened due to FA/AS Luncheon

FLEX week will replace the former three year running, *Cultivating Human Connections* event led by DEqCC. Faculty will experience a variety of course discipline sessions in multi-modal deliveries to learn from one another's teaching styles, pedagogies, and unique forms of engaging with students. *Julius* shared the Canvas shell which is a similar concept but fully online and agreed that this idea will partner nicely to what the MiraCosta Online Educators (MOE) Committee has established. *Roberts* shared that Academic Senate President, *Curry Mitchell* has offered to partner with PDP on developing a space similar to the Fall 2025 Senate retreat, which brought governance committee chairs, department chairs and counselors together to review and strategically develop actions aimed at improving academic and professional (10+1) matters. PDP Committee members supported the idea. Members engaged in discussion around valued college events like *Taste of MiraCosta*. Others highlighted recent events such as the CLC's *Tech Training*, where faculty got to see from a students' perspective what it looks like to access their course online using a cell phone or tablet. Joyful Teacher *Duran* would like to see this [student's perspective] interwoven into the asynchronous component of teaching.

Members reviewed MyFlex portal data and watched an AI-generated summary video covering Fall 2023–Spring 2025. This led to discussion about trends in faculty professional learning interests. Several members questioned the accuracy of the data, while others noted that only 38 faculty missed the submission deadline—about 6–7% of all faculty, which they felt was relatively low.

Members revisited the old practice of auditing Flex transcripts and discussed why it ended. *French* and *Hoskins* explained that the previous paper-based system required pre-approvals and verification, but the shift to the MyFlex Portal made auditing unnecessary and placed responsibility back on faculty. *Hoskins* confirmed he stopped auditing once the portal launched. *Duran* noted that associate faculty often struggle to understand what counts as Flex and that she spends much of her meetings explaining it. She suggested creating a simple infographic. Some associate faculty also wondered why they don't receive more direct communication. *Julius* added that "Flex Eligible" is used too broadly and that a new awareness campaign is needed. *Perovic* pointed out that some level of review already happens through tenure evaluations and emphasized better onboarding around Flex eligibility. *Roberts* said the committee could either trust the system or conduct non-punitive audits. When asked, most members did not support auditing unless required by administration. *Page* recommended gathering qualitative data—such as through surveys—to understand how faculty are earning hours. The group also discussed revising MyFlex categories to better match state guidelines and identified follow-up questions, including whether "Workshops" must be MiraCosta-led and which activities showed the strongest participation trends.

VIII.

B. Chancellor's Office Memo 25-71

Description: *The PDP Committee will review [the Chancellor's Office Memo 25-71](#) dated October 16, 2025 for awareness of new information and changes.*

The group discussed what needs to happen to implement the Chancellor's Office memo that updates Title 5. The memo outlines next steps for colleges, including updating local board policies and administrative procedures, creating professional learning processes (which are done, though not yet negotiated with Classified staff), and reviewing the structure of the advisory committee. *Perovic* asked for clarification on the memo's requirement to "evaluate the advisory committee," and *Roberts* explained that colleges must ensure their professional development advisory group includes faculty, classified professionals, and administrators. *Roberts* also noted that the new

Professional Development Director position—originally approved as an HR Analyst—may serve as a co-chair of the PDP Committee.

IX. C. AP 7160

Description: *The PDP Committee will review [MiraCosta's AP 7160](#) for purposes of updates and changes. We will begin a process of revising the document to align with the Chancellor's Office Memo 25-71.*

The Academic Senate requested a line-by-line review of AP 7160 by the PDP Committee and to send over its changes before March 15th (state deadline). *Julius* noted that CCLC guidance will likely be updated soon and that existing AP language already aligns with the new Chancellor's Office memo, which clarifies the committee's advisory—not shared governance—role. The committee's earlier plan for broad constituency representation had been on hold while the new Professional Development Director position was established.

X. Reports

A. *PDP Coordinator*

Asked for input with regards to the Celebration of Teaching Day and will plan to share the Spring Flex Workshops at the December meeting.

B. *Joyful Teacher*

Excellent attendance at last week's Student Challenges Workshop at the CLC co-hosted with Mental Health Faculty Coordinator, Dr. Ghada Osman.

C. *MOE Chair*

Online Educators embraced the mid-semester Flex day of September 26th - more than 100 attendees, the model worked well for them, providing a shorter time-frame and better time of the semester. Looks forward to the break.

XI. Adjournment

The meeting adjourned at 12:57pm.