



Professional Development Program

Regular Meeting - August 21, 2026

Time - 11:30am-1:30pm

Hyflex Meeting - OC30102 Classroom

1 Barnard Drive, Oceanside, CA 92057

Join Zoom Meeting: <https://miracosta-edu.zoom.us/j/89608740507?jst=1>

Meeting ID: [896 0874 0507](https://miracosta-edu.zoom.us/j/89608740507?jst=1)

AGENDA

- I. Call to order
- II. Remote Member Attendance
Description: The committee will consider remote participation requests in accordance with "Just Cause" provisions.
- III. Roll Call
Question of the Day: *Why did you choose to serve on the PDP Committee this year?*
Introduction of New Members
- IV. Public Comment
Description: Members of the public may address the committee before or during consideration of each agenda item at regular or special meetings. Each speaker is allotted a three minute limit to comment.
- V. Changes to the Agenda Order
- VI. Consent Calendar
 - A. Approval of PDP Travel Budget Allocation Increase for Associate Faculty (from \$900 to \$1,000)
 - B. Approval of the Regular Meeting Minutes of May 8, 2026
 - C. Approval of the Regular Meeting Minutes of April 10, 2026
Description: A quorum was not met on May 8, 2026; therefore, approval of the April 10, 2026 minutes was postponed to the first meeting of Fall 2026.
- VII. Information / Discussion
 - A. Committee Members Expectations and Roles
Description: Review of the approved PDP committee service expectations document for both new and continuing members.
 - B. December 14 Flex Day
Description: The PDP Chair will invite committee members to sign up to participate in the development and design of the December 14 Flex Day.
 - C. Spring Flex Week
Description: The design and structure of Spring Flex Week January 25-29, 2027

D. New Faculty LaunchPad and Lodestar

Description: Overview of this year's New Faculty LaunchPad (formerly "First Fridays") and the Lodestar program.

VIII. Reports

- A. Delores Loedel — PDP Coordinator
- B. Israel Pastrana — DEqCC Chair
- C. Jim Julius — MOE Chair
- D. Erica Duran — Joyful Teacher

IX. Adjournment

The public may observe the meeting remotely or in person and offer public comment. A link for remote viewing or calling in is noted on the agenda. Therefore, Professional Development Program (PDP) meetings will be held in person with a Zoom link available. If you wish to attend a meeting and you have another disability requiring special accommodation(s), please notify the Academic Senate Administrative Assistant at 760-795-6873. The California Relay Service (CRS) is available by dialing 711, or 800-735-2929 or 800-735-2922 for English or 800-855-3000 for Spanish. In compliance with Government Code section §54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District, Academic Senate and its subcommittees in advance of their meetings, may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the Academic Senate's Committees website at <https://www.miracosta.edu/governance/academic-senate/committees.html>.



Professional Development Program

April 10, 2026 at 11:30am-1:30pm

Hyflex Meeting - Room OC 3504

1 Barnard Drive, Oceanside, CA 92057

UNOFFICIAL MINUTES

- I. **Call to Order**
Roberts called the meeting to order at 11:36am.
- II. **Remote Member Attendance**
Erica Duran and Andrea Petri joined remotely under the provisions of Just Cause.
- III. **Roll Call**
Present: Aaron Roberts, Rica French, Ghada Osman, Zika Perovic (online), Andrea Petri, John Makevich, Brian Page, Erica Duran, Ansina Green, Lynnie Trzoss
Absent: Dominique Ingato (Sabbatical), Jim Julius, **Bruce Hoskins, Tricia Hoste.**
Note: Administrative Assistant acknowledged Tricia Hoste & Bruce Hoskins as Present after 11:43am.
Others: Andrea Gonzalez- Karlsson.
- IV. **Persons Wishing to Address the Committee**
French highlighted the return of Artemis II today, referencing that there could be an issue with the return due to a heat shield malfunction.
- V. **Changes to Agenda Order**
Roberts moved to hear Reports ahead of Business. Seeing no objections to this motion – Reports were read ahead of Business Items.
- VI. **Consent Calendar**
The minutes of February 20, 2026 were approved unanimously.
- VII. **Information**
Canvas Calendar as a Tool
Description: *How canvas calendar can work as a tool for PDP/FLEX communications.*

The committee discussed the potential use of Canvas as a communication tool for Flex programming, including calendar notifications and messaging features. While some members noted concerns about adding another communication channel, others emphasized the opportunity to better integrate Flex engagement into existing faculty workflows and improve awareness of deadlines and opportunities. No final decision was made; further consideration is needed.

Additionally, the committee discussed increasing awareness of Flex credit opportunities

for associate faculty, particularly for governance and committee participation, noting that these options exist but are not widely understood.

A. Associate Faculty Committee Service

Description: *PDP will consider instituting a policy that would allow flex credit for committee service for Associate Faculty.*

Page shared that his understanding was that if you're not paid, associate faculty are eligible to claim flex credit for committee meetings. French, shared what precipitated this discussion because this is always known. Roberts clarified that he was asked a question about it and he thinks that it just needs to be more widely broadcasted. Page shared that in future negotiations it would be great for current committee chairs of [5 committees where AF are paid] would advocate for this more broadly. Hoskins shared that the messaging should be more widely broadcasted, but when he has brought them on as new hires he isn't triggered to say, "hey, get more involved." There is a clean deliniation between those who know and those who don't. As a department chair he wants to make sure that he more broadly communicates this – context [he just went through the faculty hiring committee process.]

VIII. Discussion

Flex Days Planning

Description: *PDP will use this time to work in groups and begin populating the flex schedule and a conversation around the PDP schedule design.*

Roberts and committee members led a comprehensive planning discussion for Flex Week, with a focused emphasis on the in-person kickoff event scheduled for Tuesday. The committee reviewed the overall structure of the week, including Associate Faculty Orientation on Monday afternoon and workshop offerings throughout the week, noting the need to confirm final timing and coordination.

Discussion centered on developing a dynamic, community-centered kickoff experience. Members proposed a mix of interactive and showcase-style programming, including a sabbatical showcase with a kombucha bar, study abroad presentations, and faculty-led demonstrations designed to highlight pedagogical practices and connect activities to student outcomes. Wellness and engagement activities such as yoga, Tai Chi, line dancing, cooperative games, and potential community partnerships (e.g., Roots of Justice) were also discussed.

The committee noted the importance of balancing creativity with fiscal responsibility, hinting at a working PDP budget of approximately \$5,000 for supplies and refreshments. Members also explored the possibility of an off-site BrewTech/TCI tour as a culminating activity.

Logistical planning included improving signage, navigation, and check-in processes. The group discussed using maps, QR-coded schedule cards, and additional staffing at

check-in tables to improve participant experience. Coordination with Facilities and PIO was identified as critical to ensure proper setup and communication. Members also noted the need for structured transitions and clearer event flow to balance engagement with accessibility. Many ideas were generated:

IX. Reports

A. Aaron Roberts - PDP Coordinator

Roberts shared that he will remain involved with PDP but not as Chair moving forward. Updates included recent engagement efforts such as an AI-focused event led by NCHEA with approximately 200 participants and noted that the conference hosts do not want to go forward with the conference next year.

Special mention of ongoing planning for the Cultural Competency Conference at the Community Learning Center with members of DEqCC.

An upcoming event next week Roberts will attend Senate to deliver on goals and discussion around PDP, specifically around the December 14th Flex Day. Would like to develop a plan for this in today's meeting. He highlighted the PDP survey results [42 responses so far] with strong feedback. Erica Duran and others have used Notebook LM AI tool to analyze the feedback which was presented to members of the committee.

B. Erica Duran - Joyful Teacher

Duran provided updates on the C3 website transition to Canvas and shared progress on the "Joyful Campaign," which has received positive feedback, particularly from associate faculty. Preliminary survey results (42 responses to date) indicate continued interest in flexible and accessible professional development offerings, including recorded sessions. Duran and Roberts discussed options for structuring workshop delivery, including a conference-style Zoom format with breakout rooms to allow for multiple concurrent sessions and increased flexibility for participants.

C. Israel Pastrana - DEqCC Chair

Pastrana shared Cultural Competency Conference planning is focused on a community-centered learning theme, engagement with local perspectives and practices, including topics such as non-racialized approaches to policing and anti-racist housing. Proposed activities include community-based excursions, such as a mural tour at Joe Balderrama Park, aligning with survey results.

D. Jim Julius - MOE Chair

Julius was attending an on-campus SDICCA Meeting with visiting Interns. campus.

X. The meeting adjourned at 1:33 p.m.



Professional Development Program

May 8, 2026 at 11:30am-1:30pm

Hyflex Meeting - Room OC 3504

1 Barnard Drive, Oceanside, CA 92057

Join Zoom Meeting: <https://miracosta-edu.zoom.us/j/81413279739>

Meeting ID: [814 1327 9739](https://miracosta-edu.zoom.us/j/81413279739)

UNOFFICIAL MINUTES

- I. Call to Order
The meeting was called to order at 11:40am sans quorum.
- II. Remote Member Attendance
Lynnie Trzoss, John Makevich, Ghada Osman were approved to join remotely via a provision of Just Cause.
- III. Roll Call
Present: Aaron Roberts, Jim Julius, Brian Page, Israel Pastrana, Tricia Hoste, Andrea Petri, Lynnie Trzoss, Ghada Osman, John Makevich, Bruce Hoskins.
Absent: Erica Duran, Zika Perovic, Dominique Ingato, Rica French, **Ansina Green**.
Note: Ansina Green was absent for Roll Call and present for the meeting.
Others Present: Delores Loedel (Incoming PDP Chair)
- IV. Public Comment
None.
- V. Changes to Agenda Order
None.
- VI. Consent Calendar
 - A. Approve the Regular Meeting Minutes of April 10th, 2026
Discussion: Quorum was not met to approve the April 10 meeting minutes. Item will be tabled to the first meeting of Fall - August 21.
- VII. Information
 - A. **PDP Budget Expenditures**
Discussion: Remaining balances were shared. There is \$738.00 in the committees supply budget and \$16,000 remaining in the allocated budget for faculty professional development travel and conferences budget. Members reviewed funding trends for both full-time and associate faculty. Noting that unspent funds could lead to a loss in funds. Potential alternative uses for funds were discussed, none currently established. Associate faculty may access department funds on a case-by-case basis. The need to better publicize available PDP funding –particularly to associate faculty was identified.
Action: Item to return for further discussion in Fall 2026.

B. Spring 2026 Flex Hours Report

Ten (10) associate faculty members did not meet the Spring Flex obligation deadline. Committee members agreed this is a low number and targeted reminder emails were cited as effective.

Discussion: Committee members emphasized that early reminders on submission of Flex hours would enhance 100% completion rate by the deadlines. A suggestion to expand communication through deans and school-level messaging.

VIII. Discussion

A. Flex Days Planning

The committee began preliminary planning for Fall 26 Flex activities.

A proposed faculty excursion (Zulema Diaz) to the Cupa Cultural Center in Pala is in development for Monday, August 10, pending approval from Tribal Councilman John A. Machado. Other events that were in discussion:

Tuesday (August 11): Technology Career Institute (TCI) workshop / off-campus event (transportation on your own).

Thursday (August 13): Cultural Competency Conference at the Community Learning Center (CLC), including local tours and community engagement activities (transportation on your own).

Proposed session: Demystifying Service and Institutional Leadership (August 10) - Committee chairs expressed willingness to participate and share leadership experiences.

Roberts shared that there were 28 workshop sessions to-date. <https://docs.google.com/document/d/1Fw8KzwiNs2D-Qu5EnKRDwPSMvdNHtLWlrvIFT-rmXJI/edit?usp=sharing>

B. Kickoff Event / Sabbatical Showcase

Initial concept evolved from a display-based format to a more interactive session. Committee members discussed whether asking Sabbatical Chair, Luke Lambert to host a workshop on Monday, and Tuesday could be a classroom based faculty presentation format (audio/video) featuring sabbatical experiences. Participants: Hoskins, Hoste, Julius and Loedel.

IX. Reports

A. Aaron Roberts - PDP Coordinator

Report given.

B. Erica Duran - Joyful Teacher

No report given.

C. Israel Pastrana - DEqCC Chair

Reported strong community collaboration with regards to the Cultural Competence Conference. San Elijo (SAN) campus representatives expressed interest in greater inclusion in planning efforts. Suggestions included hosting a Spring PDP event at the SAN campus to increase awareness and visibility.



Professional Development Program

May 8, 2026 at 11:30am-1:30pm

Hyflex Meeting - Room OC 3504

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D. Jim Julius - MOE Chair

Julius reported that the Online Teaching Certification will require approximately 11 hours to complete, including five core modules and elective options. Per the CBA contract, faculty are only required to begin the training by the start of the Fall term. He also outlined recertification requirements, which include completing three hours of training every four years and conducting a self-review aligned with MCC guidelines. Additionally, Julius noted ongoing collaboration with DEqCC to integrate equity focused training resources and shared plans to develop a Learning Community model offering three workshops in both Fall and Spring semesters.

X. Meeting Adjourned at 1:37pm. Committee members thanked Aaron Roberts for his leadership chairing the PDP Committee.

Professional Development Program Committee Member Service

Version:

- 1. September 4th 2025 (Draft)*
- 2. September 12th PDP Meeting First Read*
- 3. October 10th PDP Meeting Second Read*

Background and Purpose:

This committee governing principle is designed to help clarify membership roles and expectations around support and effective participation in the Professional Development Program Committee (PDP). Historically, there is no policy or principle that shapes how members can participate in shared committee governance as members of PDP. The result can be confusion for how to engage and a disproportionate share of work for a few members. The aim of this principle is to maintain the autonomy of committee members but also clearly outline expectations that need to be met each semester.

Chair Role/Expectation:

- Chair the PDP meetings, including report and agenda
- Facilitate the Lodestar program
- Co-lead the New Faculty Institute with an Academic Dean and the Joyful Teacher
- Develop and maintain the Canvas site for PDP
- Coordinate with the Joyful Teacher in Residence
- Provide updates to the college regarding upcoming PD opportunities
- Complete the state/chancellor's office required reporting
- Serve as NCHEA board member
- Manage the PDP budget and travel funds in coordination with the committee and admin assistant
- Supervise the recording of hours, use, and function of the MyFlex system with the IT support member and admin assistant
- Annually review the Committee Member Service guidelines
- Coordinate with other professional development partners across all campuses

Committee Member Service

PDP Committee members attend and actively participate in full committee meetings and any subcommittee/taskforce meetings. They provide day-of assistance and support for

PDP-sponsored events and communicate with colleagues about the ongoing and changing professional development needs of our faculty. Members are also engaged in preparing for, recruiting for, organizing, and/or presenting professional development opportunities for the college. Supporting goals and priorities that the committee sets for itself in a given year. This service expectation can be met in several ways including but not limited to:

- Prepare and present workshops
- Recruit presenters of workshops
- Create asynchronous PD activities on Canvas
- Organize the schedule of activities for Flex Days
- Coordinate with department chairs for Flex Days planning
- Coordinate with other AS subcommittees for Flex Days planning
- Serve as a Lodestar for a new faculty member
- Represent PDP and serve as resources/liaisons to other individuals and campus groups
- Contribute and respond to the ongoing and changing professional development needs of our constituent
- Assist coordinator/chair as needed with responding to faculty/staff inquiries, preparation of activities and schedules, and reports to state and/or local entities
- Suggest changes to and help maintain the committee's website, Canvas space, and MyFlex
- Recommend expenditures for the committee's limited budget
- Develop the annually required survey and future goals
- Support coordinator/chair in developing and implementing messaging, particularly for large-scale events, policy changes, program reminders, etc.
- Continually review and suggest ways the committee might better serve the professional learning needs of our constituency, our partners, and our larger educational community
- Communicating with colleagues about the ongoing needs of PD for topics and format