Professional Development Program Regular Meeting
Friday, September 10, 2020 ~ 11:00am – 1:00pm
ZOOM Meeting Information Below

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/210696310
Or iPhone one-tap (US Toll): +16699006833, 210696310# or +13462487799, 210696310#
Or Telephone Dial: +1 669 900 6833 (US Toll); +1 346 248 7799 (US Toll); +1 312 626 6799 (US Toll);
+1 646 876 9923 (US Toll); +1 253 215 8782 (US Toll); +1 301 715 8592 (US Toll)
Meeting ID: 210 696 310
International numbers available: https://cccconfer.zoom.us/u/acatvCMaJ6
Or Skype for Business (Lync): SIP:210696310@lync.zoom.us

AGENDA

I. Call to Order

II. Individuals Wishing to Address the Committee *(on items not on the agenda)*
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, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Professional Development Committee. In order to efficiently manage the business of the committee, the committee chair may limit the amount of time allocated for public testimony for each individual speaker to three (3) minutes, and to limit the total time allocated on a particular issue to fifteen (15), unless waived by the committee (pursuant to Board Policy 2345). Decorum is to be expected by all members of the committee and public as outlined in Board Policy 2355.

III. Changes to Agenda Order

IV. Consent Calendar
    A. Minutes of the Regular Meeting of May 14, 2021

V. Reports
    A. Coordinator– *Stephenson*
    B. C3 – *Davis*
    C. Online Education – *Julius*
    D. NCHEA – *Hastings*
    E. DEqCC – *Roberts*

VI. Old Business
    A.   Revisiting Vision Resource Center, now MIST
    Description: *Updates on the status of MIST and how committee members can test drive the new system for possible flex recoding in future.*
    B. Task Force for C3
    Description: *In the Spring, PDP discussed the idea of a Joyful Taskforce to work with the faculty coordinator of the C3 Teaching and Learning Center on TLC-specific planning and programming. To revisit this conversation, PDP will decide if this is viable and, if so, subsequently ask for members to volunteer for this work.*

VII. Information / Discussion
    A. Policy and Procedure Assessment Schematic
    Description: *Designed by College Council, this schematic is meant to provide an equity-minded structured and systemic evaluation of BPs and APs at every step of the process. Though we have limited AP/BP work, this structure can be applied to in other policies, procedures, processes, and documents that are created by your committees.*
    B. Mentorship among MiraCosta Faculty
    Description: *Chad is exploring a mentorship model for TREC in seeking best practices of DEI. PDP currently leads New Faculty Orientation and enacts the Lodestar program which suggests there may be opportunities for collaboration of mentorship offerings.*

C. Flex for Everyone
Description: *Concerns were raised that at least one flex workshop was not welcoming to non-faculty. What can PDP do to ensure an inclusive spirit in Flex offerings?*

VIII.   Adjournment

UNOFFICIAL MINUTES

I.   **Call to Order –** The meeting was called to order at 11:03am.

II. **Roll Call**
Members Present: Anna Alessi, Tony Burman, Sandy Comstock (administrator), Sean Davis, Rica French, Rachel Hastings, Bruce Hoskins (coordinator), Dominique Ingato, Jim Julius, Serena Mercado, Lynne Miller, Leslie Nemour, Brian Page, JahB Prescott, Aaron Roberts
Others present: Shane Anderson, James Garcia

III. **Individuals Wishing to Address the Committee** *(on items not on the agenda)* – None.

IV. **Changes to Agenda Order –** None.

V.   **Consent Calendar**
A. Regular Meeting April 9, 2021
The Consent Calendar was approved by unanimous consent.

VI. **Reports**
A. Coordinator
PDP Coordinator, Bruce Hoskins, discussed the statewide meeting regarding Ethnic Studies and its relation to PD. MCC requested four classes be accepted as ES classes; however, only two of the four were approved for inclusion into Cal State system. The two classes that were not accepted were Introduction to Black Studies and Introduction to Chicano Studies. The two classes approved were Introduction to Chicano Latina Issues classes. At the zoom meeting comprised of about 300 Ethnic Studies representatives, Cal State was trying to explain to the community colleges why classes weren't accepted. As well, long-established Ethnic Studies classes that have been taught for years were not accepted by the Cal State system. The reason the state denied classes because of their rubric. They looked at the four specific groups and if the title of the class did not have an ethnic studies identifier, they were automatically denied. Classes needed to meet three of the four core competencies. They wanted the schools to cut and paste what they said into the description. They also noted classes cannot be tweaked in order to fill the ethnic studies requirement.
All recommendations made by PDP for the job description were approved by Academic Senate. PDP coordinator will now be a three-year position and, as well, the PDP coordinator does not have to be the NCHEA coordinator but they will get first right of refusal for that position. The 40% reassigned time can also be can split if there are co-coordinators.
Discussion ensued regarding the 20% reassigned time for the NCHEA chair position. It was noted that it is a separate position from the PDP coordinator position and can be someone other than the PDP coordinator of the college who is hosting NCHEA at the time.
B. C3
Joyful Teacher, Sean Davis, indicated that the cultural curriculum collective is coming to an end and final projects will be submitted. Changes will be recorded and will be made available to faculty. There may be a follow-up with a flex week session showing the changes live.
Davis noted he will be serving as the C3 Joyful Teacher in Residence for two more years. He will take his sabbatical in spring 2022. The Office of Instruction and AS will figure out what will happen during that time. Initially, he discussed working with Rachel Hastings, but they will make that determination.
C. Online Education – *Julius*
Julius gave a reminder about the Online Teaching Conference taking place June 21st to 23rd. Online ed has money in the budget to help folks attend the conference.
MCC online mentors have been available for colleagues to consult with. This is a good example of compensating faculty for the work they do to facilitate connections that ultimately benefit students.
Julius will be advocating for continued funding for the mentors.

In addition to the online mentors, there has been an instructional designer on contract. This position has been an approved as a permanent position and is now in the hiring process.

Davis and Julius organized the equity online event for the 5th Friday in April. The recording is now available on the TIC workshops archives page.

They further talked about potentially organizing this for online the Friday of Flex week and make it more of a cohesive event like the CCC Thursday event.

D. NCHEA

NCHEA Chair, Rachel Hastings, had the annual NCHEA President's breakfast where what was accomplished over the last year was shared and feedback received about what to do going forward. They will target five or six different major themes to focus on and implement next year.

Some of the goals include bringing the conversation between the three sister institutions to figure out how to collaborate and make sure everyone knows what is on the table for ethnic studies, what's transferable, and how students could take advantage of that.

Credit for prior learning.

Continue with an antiracism and equity approach.

Only two grants could be sponsored this year and another will be implemented in the fall.

If faculty have any ideas, they should let NCHEA know how they can be of help and support.

E. DEqCC – *Murico*

Jeff Murico was not present; no report.

F. Other reports

There were no other reports.

VII. New Business

A. PDP Travel Funds Allocation for 2021-2022 – *Hoskins*

Each year the PDP committee determines the amount of travel funds to be allocated for full-time and associate faculty for the next academic year. The committee discussed how much money should be allocated next year.

MSU (French / Miller) to suspend the rules and vote on the PDP Travel Funds Allocation for 2021-2022.

MSU (French / Miller) to leave the current allocation of $650 for both full-time and associate faculty for the 2021-2022 academic year and to leave it open to make changes as things evolve next year.

It was noted that if the funds are not used in the fall, the committee can increase the allocation for the spring semester. The committee needs to further rethink the amount of travel funds allocated for travel for faculty. It was noted this is on the FA's radar for increasing travel funds allocation.

Comstock offered that as it stands right now that there will be no travel money allowed for physical travel in the fall. This was a decision made at EMT without faculty input. French has been in communication with the FA negotiations team and they have not been notified about no physical travel monies in the fall.

VIII. Old Business

A. Vision Resource Center – *Hastings, Hoskins, Julius*

The PDP committee has discussed the benefits and concerns of the VRC system. They discussed whether or not to adopt this new system for implementation in the fall.

Hoskins noted there is a need to give direction on how to proceed with VRC for the incoming PDP Coordinator. His most compelling reason is that Debby Adler is not happy with the current MyFlex system. For Hoskins, all the concerns in regards to the way MCC faculty account or not account for things they are able to do now are available in VRC. Rachel Hastings reported that Kelly Falcone at Palomar College was very informative about VRC. She was able to speak to all the issues and to the benefits of the system. Faculty do have freedom and self-reporting is easy. There is no surveillance from administration. The system operates easily and there are other options such as e-learning modules from Linked-In, SkillSoft, and the Chancellor's Office. Falcone noted that at first the PDP office had more responsibility but as Palomar faculty have used the system, they have become more involved in the implementation of their own offerings. Julius agreed with Hastings.

French noted that from the perspective of having to deal with our home grown system the benefits of VRC outweigh the negatives. It was suggested that the PDP committee test drive the system for a minimum of several semesters to remove any kinks.

After further discussion, the committee agreed that test-driving the system in the fall should be considered before using it as a permanent replacement for the current MyFlex system. There was also more discussion about who will be responsible for the system and the workload involved with learning a new system. It was also agreed that messaging cannot be left to administration for rolling out the new system for the purposes of faculty professional development. Faculty will need to be aware and understand that in its current form, VRC is a vehicle to deliver learning opportunities and not a system for reporting Flex at this time. The committee will use it but report Flex hours in MyFlex until we officially switch over to VRC for reporting Flex hours. Administration should indicate that VRC is only for District mandated training and not for Flex training.

It was noted that everyone will have to use the VRC system but PDP can indicate on the faculty page that recording hours will still be done in MyFlex for now and not in VRC. Only those piloting the system in the sandbox will use it to see how to record hours or set up a workshop, etc.

PDP will recommend to move in the direction of how VRC will work for faculty.

IX. Information / Discussion

A. Fall Flex Week

Hoskins, gave an update about the fall flex week schedule. He noted that there are not too many proposals in the queue; however, another email was sent to remind folks to submit proposals for fall flex week. Hoskins will discuss the flex schedule with the new PDP coordinator for ease of transition.

B. Introduction to the C3 Website

Teacher in Residence, Sean Davis, presented the preliminary design for the official C3 Teaching and Learning website. Along with an overview and a test drive of the new site for the PDP committee, he provided an open call for collaboration and feedback. The link to the new site was shared: www.c3.miracota.edu

Along with James Garcia and Lauren McFall, an open call for collaboration for the initial design on the C3 website was made. There are five major sections on the front page of the website including Preparing to Teach, Equity & Inclusion, Online Teaching Resources, Assignment Planning, and Grading and Assessment. The team is open to suggestions and tips. The site will be available to everyone the first week of June. There will be a soft rollout in the summer and an introduction to the site during Flex week.

Debby Adler interrupted Bruce Hoskins at the end of the meeting to thank him for his last two years of service in the role of PDP Coordinator of the PDP committee and further expressed her appreciation for working with him during that time. She advised him that a gift as a token of the committee's appreciation was going to be sent to him. Sean Davis also offered heartfelt words of thanks and appreciation to Bruce. All on the committee thanked him.

Bruce offered his thanks to everyone and expressed his feelings that all must cultivate each other as human beings. Wants people to be who they are!! "Much love!"

X. Adjournment – The meeting adjourned at 1:06pm.

COLLEGE POLICIES & PROCEDURES ASSESSMENT

Use steps 1–5 to evaluate policies & procedures.

1 STAKEHOLDERS

Who is this for?

- Students?
- Employees?
- Community?

2 PURPOSE

What is this doing or what is this supposed to be doing?

3 EQUITABLE IMPACT

- Consider groups who have been negatively impacted by this.
- Consider the barriers that exist from this.
- Consider outcomes and other data.
  MiraCosta Dashboards

4 REQUIREMENT

Does some governing body (ACCJC, CCCCO, MiraCosta CCD, USDOE), Title 5, or government code require the college to have this?

5 RECOMMENDATION

1. Keep?
   a. Can it be more accessible?
   b. Should it live elsewhere?
2. Change?
   a. Repeat steps 1–5.

MiraCosta College

Additional Resources:

Governance Manual

Board Policy 2410—Board Policies/Administrative Procedures

Administrative Procedure 2410—Board Policies/Administrative Procedures