



**Professional Development Program Regular Meeting**  
**Friday, September 11, 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/j/210696310>

Or Skype for Business (Lync): [SIP:210696310@lync.zoom.us](https://cccconfer.zoom.us/j/210696310)

## **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. Minutes: Review & Approval
  - A. Regular Meeting May 8, 2020
- V. Reports
  - A. Coordinator– *Hoskins*
  - B. C3 – *Davis*
  - C. MOE – *Julius*
  - D. NCHEA – *Hastings*
- VI. New Business
  - A. Black Lives Matter – *Hoskins*  
Description: *Discussion regarding approval to spend PDP funds for the purchase of certificates and stickers for as recognition of the completion of the BLM trainings.*
  - B. PDP Library – *Hoskins*  
Description: *Looking to add book titles to the PDP on-ground and digital libraries. Looking for PDP committee input.*
  - C. PDP Job Description – *Hoskins*  
Description: *New positions and structural issues make it necessary to revisit the PDP job description.*
  - D. Google Document: PDP Travel Funds Application Form– *Adler, French*  
Description: *The implementation of Workday is basically a duplication of the PDP Travel Funds Application Google form. The committee will discuss doing away with this form.*
  - E. Google Document: PDP Travel Activity Evaluation (Responses) Form – *French*  
Description: *Background about the implementation of this form will be shared. The committee will discuss and decide whether or not to keep it or do away with this form.*
- VII. Adjournment

An executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the coronavirus (COVID-19). Meetings will be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing or calling in is attached to top of the agenda.

Therefore, the Professional Development Program committee meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Professional Development Program committee Administrative Assistant at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District Professional Development Program committee in advance of their meetings may be viewed at the Office of the Professional Development Program Coordinator, One Barnard Drive, Oceanside, California, or by clicking on the Professional Development Program's website at

<http://www.miracosta.edu/instruction/pdp/index.html>. Such writings will also be available at the Professional Development Program committee meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Secretary to the Professional Development Program Coordinator, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).



Professional Development Program Regular Meeting  
Friday, May 8, 2020 ~ 11:00am – 1:00pm  
ZOOM Meeting Information Below

This meeting was held via Zoom at: <https://cccconfer.zoom.us/j/210696310>

## UNOFFICIAL MINUTES

**Members present:** Anna Alessi, Tony Burman, Sean Davis, Angelito Della Cruz, Rica French, Rachel Hastings, Bruce Hoskins (coordinator), Dominique Ingato, Jim Julius, Don Love, Lauren McFall, Serena Mercado, Lynne Miller, Anna O'Cain, Brian Page, Violeta Sanchez, Cynthia Vasquez-Gonzales

**Members absent:** Sandy Comstock (administrator),

- I. **Call to Order** – The meeting was called to order at 11:04am.
- 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** – None.
- IV. **Minutes: Review & Approval**
  - A. **Regular Meeting April 10, 2020**  
**MSP (Page / Hastings)** [Davis not present for the vote] to approve the minutes of the regular meeting of April 10, 2020 as presented.
- V. **Updates**
  - A. **Coordinator report – Bruce Hoskins**  
Description: *The PDP coordinator will give an update of the spring 2020 associate faculty flex obligation compliance and purchases made with some of the remaining PDP budget.*
    - It was noted that three AF did not complete their spring flex obligation. Their pay will be docked and they are not asked to return to teach for not meeting their contractual obligation.
    - If an associate faculty member claims unemployment over the summer, they cannot claim flex during that time. They can still attend activities, but cannot claim those hours as Flex.
    - All the money moved over from the general funds to travel was not used.
    - Ten webcams and five microphones have been ordered so folks can check them out to use for recording videos and sound.
    - There are funds available to get your office set up for recording over the summer as faculty get ready for the fall semester.
    - Starting July 1<sup>st</sup>, an associate faculty member teaching in the fall can claim flex for the fall semester.
  - B. **C3 – Sean Davis** – No report.
  - C. **Teaching Academy – Lynne Miller** – No report.
  - D. **Equity Challenge – Rachel Hastings, Bruce Hoskins**
    - The equity challenge is moving to the fall.
    - Will be launched as a class that can be enrolled in vs. workshop-oriented.
  - E. **Other Subcommittees** – No further reports.
- VI. **Information**
  - A. **Faculty Survey – Bruce Hoskins**  
Description: *The results of the PDP annual survey will be shared with the committee.*
    - Survey results were shared.
    - Only 40 people responded to the survey.

- There were two sections regarding funding for travel.
  - There was some uncertainty regarding “funding structure” for some respondents.
- For the small number of folks who responded, they expressed that funding is not adequate.
- The structure is not adequate and to get a good experience, MCC is not providing enough resources without spending out of pocket.
- It was noted that there may be a number of people who do not even request funds because they cannot afford to travel to an activity that is too expensive and they know they will not receive adequate funding from the college to attend.
- Need to bounce this issue to someone i.e. FA, to request more funding for travel.
- There were some kudos for the program and appreciation was given to those who did take the time to respond.
- Reviewed some of the things that people asked of the program in question 2.
- Working towards an online certification
- Give AF a set of courses to take to say they are certified to teach online.
- Sent a survey to department chairs to ask specifically how PDP can help their departments.
- Discussed the concern for possibly never meeting students face-to-face in the fall.
- Hastings is happy to talk to anyone about how to connect to students regarding how to bring more student engagement in the online environment.
- Now that it is confirmed that the college will have distance education in the Fall with only hard to convert classes on ground to some degree, this situation will be addressed.
- It was indicated that synchronous sessions were not required. Face-to-face courses will meet in synchronous sessions and then post the sessions so they can see what they missed.
- Another thing is that even with synchronous classes, you don’t have to meet twice a week; you can meet only once a week if you prefer.
- Will definitely have a space to talk about ideas and discuss how to do them and brainstorm.

**B. Fall Flex Week – Bruce Hoskins**

Description: *Update on proposed workshops for the all-digital fall 2020 flex week format.*

- The number of workshops will likely go down for the fall.
- A lot that will be done for summer teaching academy will be structured for the fall as well.
- Will augment fall flex week with other workshops.
- Not certain how or if the CCC will occur during fall flex week.
  - DEqCC will meet next week and Hoskins will forward workshops to them for the CCC.
  - They may not have as good a selection as they did this spring.

**C. Summer Teaching Academy – Bruce Hoskins**

Description: *Share an update regarding the summer Teaching Academy.*

- The Summer Teaching Academy has evolved past what was listed in the document currently included with the agenda.
- The basics will get covered in multiple ways.
- There will be an intro to Canvas, how to do quizzes, and/or will provide links to workshops that have already been done so folks can access them in their own time.
- Another conference will be included; the online teaching conference has free resources and will occur June 17-19 that is independent of MCC.
- July 13 to 16 will be the Raise Your EQ (Equity Quotient). There will be other workshops happening in this space; but the vast majority will be devoted to EQ. Equity will be the main course with supplemental workshops and information. Purposely picking July regarding major overhauls to give folks an opportunity to make big changes.
- Jim Julius shared a document regarding the Potential Online Teaching Academy.
  - Week of 6/8 to 6/12 is ahead of summer term.
  - Day 0 – optional tech skill building day.
  - Day 1/2: creating and teaching an online class meeting minimum expectations of AP 4105.
  - Day 3: creating and teaching an online class informed by standards/guidelines/rubrics (MCC’s Online Class Quality Guidelines, CVD-OEI Course Design Rubric).
  - Day 4: Creating and teaching an equity-minded online class.

- Outcomes:
  - Revised syllabus
  - Recommitment to course materials or beginning of exploration into digital/open alternatives
  - Development of an online module
  - Self-reflection/assessment: What have I learned, what have I accomplished, what I still need to do, etc.
  - Group up for ongoing peer support/sharing, potentially facilitated by users
- A classroom environment can be set up to legitimately go through and be certified to teach online.
- Will purposefully extend the format of all the workshops where there will be time to engage with the facilitator and have a discussion to share ideas.
- Ingato volunteered to facilitate a workshop.
- Anna O'Cain will be retiring at the end of May but wanted to share that she was very impressed with what museums have done to connect with virtual tours and lectures in both the visual arts and film. A positive spin on what is available online given the situation.

**VII. Adjournment** – The meeting adjourned at 12:33pm.