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. Roll Call

III. 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.

IV. Changes to Agenda Order

V. Minutes: Review & Approval
   A. Regular Meeting October 9, 2020

VI. Reports
   A. Coordinator– *Hoskins*
   B. C3 – *Davis*
   C. Online Education – *Julius*
   D. NCHEA – *Hastings*
   E. DEqCC – *Murico*

VII. New Business
   None at this time.

VIII. Old Business
   A. Black Lives Matter – *Hoskins*
   Description: *Discussion regarding approval to spend PDP funds for the purchase of certificates and stickers as recognition of the completion of the BLM trainings. An estimate of costs was presented at the last meeting to the committee for consideration. It was decided a resolution would be created and comes to the committee today for consideration.*
   B. PDP Job Description – *Hoskins*
   Description: *New positions and structural issues make it necessary to revisit the PDP job description. This comes back to the PDP committee for further discussion along with input from previous PDP Coordinators.*

IX. Information / Discussion
   A. Academic Impressions – *Smith, Tytar*
   Description: *Account Manager, Molly Smith and Roshaon Tytar will introduce Academic Impressions, a professional development organization specializing in resources for higher education administrators. They will provide a brief overview of the organization and show how to access the free resources available to MiraCosta faculty and staff.*
   B. Vision Resource Center Integration (VRC) – *Ng*
   Description: *At the last PDP meeting, Kelly Falcone, Professor, Instructional Division and Professional Development Coordinator at Palomar College presented a demonstration of the Vision Resource Center (VRC). The VRC is a site including LEARN with access to a robust course catalog, including LinkedIn Learning (Lynda) and SkillSoft, view your personal transcript; CONNECT to discuss ideas, share strategies and resources and collaborate with others in the community forums; and CONVENE to explore opportunities to interact in person with peers and mentors; and view a calendar of upcoming professional development events. The committee will continue the discussion about integrating with VRC.*

C. Teaching Academy Library – *Julius, Davis*
Description: *A tentative organization for input of library materials will be presented for discussion.*
D. Black Community Allied Training – *Stewart*
Description: *Dean of Counseling & Student Development, Dr. Wendy Stewart, will present the work being done by the Black Community Allied Training program and to help understand the difference between BCAT and the Black Student Matters Training.*

X. 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, Angelito Della Cruz, Rica French, Bruce Hoskins (coordinator), Dominique Ingato, Lynne Miller, Leslie Nemour, Brian Page, JahB Prescott, Aaron Roberts

Members absent: Sandy Comstock (administrator), Sean Davis, Rachel Hastings, Serena Mercado

Others present: Shane Anderson, SDICCA intern

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

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

V.   **Minutes: Review & Approval**
A. Regular Meeting September 11, 2020

MSP (Burman / Alessi) [Miller abstained; Nemour was not present for the vote] to approve the minutes of the regular meeting of September 11, 2020 as presented.

VI. **Reports**
A. Coordinator– *Bruce Hoskins*
- The Black Student Matters Canvas classroom had a first due date of September 17th but that was put on the back burner due to other issues that came up including Briana Taylor and an executive order. Will work on this class.
- DEqCC will be added as a standing report on the PDP agenda.
- Burman, Prescott, and Roberts met and discussed how they want to go forward with the archive this semester and into next semester. They are currently gathering information. They split up and assigned faculty members to reach out to. They are asking faculty members in various disciplines for teacher training resources to collect and organize.
- Prescott further noted that in gathering information and in working with DSPS they realized that they are not experts in all content areas but do have experts who can lend text and bring that to the forefront.
- Roberts added that a form with two short questions was created on Google for suggestions of books and resources. This is the link to the form: https://forms.gle/3j1mY3YHMYetFH6UA
- Miller noted that one of the things this committee is working on is the Teaching Academy and compiling videos to put together as the foundation of teaching resources. There is a need to pursue the discussion about what we want to do with the videos, how to post them, and how to mesh with the efforts Burman, Prescott, and Roberts are currently making. Moving forward, how do we make it accessible and how to make it mesh?
- Julius and Davis will discuss the library for the Teaching Academy at the next PDP meeting and present a tentative organization for input as a starting place and work from there. Burman, Prescott, Roberts, and Miller will touch base with Davis and Julius prior to the next PDP meeting to discuss the TA.
B. C3 – *Sean Davis*
- Not present – no report.
C. Online Education – *Jim Julius*
- When asked, it was noted that no administrative guidance has been received concerning an executive order. Will proceed as usual until otherwise informed.

- After a MOU was signed this summer, Davis, Hoskins, and Julius are the task force to oversee its implementation. There are mentors in place and over 30 faculty have come forward seeking a mentor. Will remind faculty until the 216 hours are used up.
- At the last Academic Senate meeting concerns from students were brought up concerning inconsistencies with synchronous classes including that some of the times scheduled deviate from the published class schedule. MOE just had a discussion and will work to do some updates as quickly as possible for guidance about online documentation to explicitly address synchronous classes. There are issues concerning being penalized for lack of attendance in asynchronous classes, and different departments have different expectations. There is a need to develop a more consistent approach. This will be a topic of discussion at the department chair's retreat in early November.

   D. NCHEA – *Rachel Hastings*
- Not present. No report.

VII. New Business

A. Google Document: PDP Travel Funds Application Form – *Debby Adler, Rica 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.*

- Adler explained that with the implementation of Workday, the administrative assistants did a lot of work over the summer to figure out how to implement travel requests for faculty. Joanne Gonzales, Lori Schneider on behalf of classified professional development, Angelina Bowels on behalf of student services, and Adler on behalf of faculty professional development, developed a Workday Travel/Event Request Form. After going through the process, Adler realized that the information requested on this new form is similar to the information requested on the Google Document: PDP Travel Funds Application Form. It is her opinion that the Google form is no longer necessary.

B. Google Document: PDP Travel Activity Evaluation (Responses) Form – *Rica 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.*

- French explained there used to be no way to request PDP funds without going directly to PDP and in order to track the funds an internal system was necessary. The internal application form made it easier to track the funds and to track the usage of those funds and was created for that purpose. She also agrees with getting rid of the Google form. The only thing not in Workday concerning request for PDP funding is the professional development justification which she argued for getting rid of, as well.
- Evaluation form was separate matter where a while ago we were required to evaluate every activity that we participated in which stemmed from the interpretation of Title 5. It says that every college that implements a professional development program with a flexible calendar component is required to evaluate their program but there is no specific language that says you have to evaluate individual activities. As PDP moved through an evolution where the onus is on the faculty member, they were responsible to provide reasonable justification for their activity. PDP made the decision to not police that part of the program anymore. Eventually, the program did away with evaluating individual activities.
- French does not see the need for either of these forms since there are checks and balances regarding the finances built in to the system.

   MSU (French / Miller) to suspend the rules in order to vote today on removing the Travel Funds Application and Travel Activity Evaluation (Response) Google forms.

   MSU (French / Alessi) to delete both the PDP Travel Funds Application Form and the PDP Travel Activity Evaluation (Response) Google forms because the necessary information is included in the new Workday process or no longer relevant to the way PDP conducts business.

   Discussion ensued regarding the underlying implication there is a PD justification and that now there is someone above you as a budget manager who now has some say. Technically, that cannot happen because professional development is the purview of the faculty. That's one of the 10+1 primacy areas. The PDP committee is ultimately charged with decisions to be made about the nature of PD and this is the committee that is charged with doing that. It is why PDP exists and title 5 indicates that a committee of some type must exist for those purposes.

VIII. **Old Business**

    A. Black Lives Matter – *Bruce Hoskins*

Description: *Discussion regarding approval to spend PDP funds for the purchase of certificates and stickers as recognition of the completion of the BLM trainings. An estimate of costs will be presented to the committee for consideration.*

- Adler described the differences in costing for certificates, holders, and stickers.
- Hoskins is ask for the total cost of stickers and MCC logo certificates, not to exceed $272.70, $50.50 and $19.41.
- It was suggested that if another faculty member did this, perhaps they would have come to PDP to ask for the funding to support it.
- Julius suggested that this was an evolution to meet the requirements for DE as an addendum for PD. Two ideas were developed over the summer and this was online with an equity focus and more specifically for BLM as an evolution. In his role as PDP coordinator, Hoskins had to put down for a DE addendum.
- To Miller's point, Hoskins can formally bring this to the committee and can discuss whether PDP wants this as a PDP sanctioned event.
- Discussion ensued as to whether the committee sees this as a PDP sanctioned event. If the committee considers it and is on board, then they can issue a statement that they support this and it is officially on record in the minutes.
- It was then asked how the committee feels about having this be a PDP-sanctioned event.
  - Julius is fine with it and noted that Wendy Stewart announced the Black Community Allied Training (BCAT). Hoskins is part of the Black Alliance. From a PDP point of view there is a need to understand if these overlap.
    - BCAT it about action planning; analyzing things done in a classroom setting and creating action plans to address them. It is a more detailed action plan approach to advocacy.
    - The Black Student Matters training addressing scenarios of things happening to black students on campus. This is the advocacy side for students and faculty.
    - The two are complimentary but do not overlap.
  - It was further suggested to invite folks from BCAT to engage with PDP to help faculty further understand. Wendy Stewart will be invited to the next PDP meeting to talk about what is going on with BCAT.
- This could be contradictory as to whether this is necessary training for DE vs. what is stated in the executive order.
- Miller suggested drawing a separation either:
  - A. this is PDP-sanctioned or
  - B. this is not PDP-sanctioned and simply grant Bruce $800
- If an individual comes to the committee with a component for PDP funds, it may be safer on the part of the PDP committee to formulate a resolution on how to treat the situation. If there is concern about an overlap, then saying the committee is treating it as an individual's PD activity, the use of PDP funds is in no way an endorsement.
- It was determined that this can wait until the next meeting and so French will write the resolution and present it to the committee.
- It was also asked if this a PDP activity or it is sponsored by Academic Senate. As well, who should be paying for these purchases?
- This will come back to the next meeting.

    B. PDP Job Description – *Bruce Hoskins*

Description: *New positions and structural issues make it necessary to revisit the PDP job description. This comes back to the PDP committee for further discussion.*

- This item will be tabled for the next agenda. Hoskins will send recommendations to the committee.
- Adler will send this out and invite past PDP coordinators to attend the next meeting.

IX. **Information**

    A. Vision Resource Center Integration (VRC) – *Kelly Falcone*

Description: *Kelly Falcone, Professor, Instructional Division and Professional Development Coordinator at Palomar College will present a demonstration of the Vision Resource Center (VRC). The VRC is a site including LEARN with access to a robust course catalog, including LinkedIn Learning (Lynda) and SkillSoft, view your personal transcript; CONNECT to discuss ideas, share strategies and resources and collaborate with others in*

the community forums; and CONVENE to explore opportunities to interact in person with peers and mentors; and view a calendar of upcoming professional development events.

- Falcone noted that the Chancellor's Office has given access to all VRC content along with whatever the college wants to put into the space.
- There are two cohorts left, cohort 5 and cohort 6. The Chancellor's Office is only funding the next two cohorts at the cost of $70K. Although it has not been mandated that colleges integrate with VRC, it would be at a cost if we don't get join as one of the two remaining cohorts by June 21st.
- Falcone has been involved with VRC from start. Palomar tested it first and she was instrumental in working on this from the ground up. She shared a document showing the difference in VRC between integrated and non-integrated system. https://docs.google.com/document/d/1x2PVGCL9G3FnjuwwEyZ72iahgLlb90w15bpYFYoMEUM/edit?usp=sharing
- Everyone currently has access to VRC using your MCC username and password, but with less content. VRC is not new; it is just a new name. It is built on the platform, Cornerstone on Demand and is an employee learning management system. Integrated colleges get to customize their page from the menu down otherwise, you go to general welcome page.
- The system takes data from the HR system and knows the difference between all individual groups; FT vs. AF, classified, and administrators. Everything in the system is also linked to Title 5. It can also integrate things being done on the classified and administrative side.
- Implementation for integration is a 12-week process and a couple of hours each week.
- The Chancellor's Office is using this system as a communication mechanism. It is not used for the mechanism to look at the college's individual system and what the college is doing locally.
- There will be two integration webinars with Kelly Falcone on 10/13 at 10am and 11/5 at 11am and information can be found at https://visionresourcecenter.cccco.edu/integration/.

X.   **Adjournment – the meeting adjourned at 1:01pm.**

Professional Development Program
Resolution

The PDP Committee recognizes and acknowledges that some faculty and/or staff at MiraCosta College may have individual professional development goals that could be furthered via their participation in the "Black Lives Matter" trainings as developed and implemented by Bruce Hoskins.

For this reason, the PDP Committee commits to providing funds towards the purchase of materials to support the professional development aspects of this program. Just as the Committee has previously supported other individuals' professional development efforts by providing and/or subsidizing the purchase of materials, resources, etc., this does not indicate a formal endorsement of said effort by the Committee. It is merely an acknowledgment of the potential to assist various constituency members with meeting one or more of their professional development goals.

PROFESSIONAL DEVELOPMENT PROGRAM

PDP Coordinator Job Description:
- Coordinate Flex Week (solicit workshops, create schedule)
- Coordinate Lodestars
- Co-Coordinate First Year Faculty/First Fridays
- Chair monthly meetings
- NCHEA monthly meeting (rotating chair duties)
- Weekly communication with all faculty (e.g. blog, newsletter, podcast, etc.)
- State-wide report (summer)
- Assist faculty in reporting/completing flex hours
- Approve funding for travel
- Manage PDP budget (with committee consent)
- Respond to questions
- Coordinate and send out required Annual Survey to evaluate PDP

Current position = 40% reassigned time, 2-year term

Recommendation #1:
40% reassigned time, 3-year term

Recommendation #2
40% reassigned time with 20% reassigned time for NCHEA lead, 3-year term
> *Concerns with this model:*
> - What to do with ex officio year?
> - Allow appointee for NCHEA and have them be a part of PDP

Recommendation #3
Extend term to permanent/indefinite, e.g.

Recommendation #4
Faculty Director(?) = 40% teaching/60% reassigned time