



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>

OFFICIAL MINUTES

Members present: Anna Alessi, Tony Burman, Sean Davis, Angelito Della Cruz, Rica French, Rachel Hastings, Bruce Hoskins (coordinator), Dominique Ingato, Serena Mercado, Leslie Nemour, Brian Page, JahB Prescott, Aaron Roberts

Members absent: Sandy Comstock (administrator), Lynne Miller

Others present: Shane Anderson, Jeff Murico, Tanisa Sanchez

- I. **Call to Order** – The meeting was called to order at 11:04am.
 - The committee introduced themselves and talked a little about their discipline and some positive things that have been going on over the summer and since the semester began.
- II. **Individuals Wishing to Address the Committee (on items not on the agenda)** – None.

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 May 8, 2020**

MSU (French / Burman) to approve the minutes of the regular meeting of May 8, 2020 as presented.
- V. **Reports**
 - A. **Coordinator– Bruce Hoskins**
 - Today is an emotional day because of 9/11.
 - There was a plan about equity but then BLM happened. The plan went out the door because of what is going on in the world and so BLM training occurred over the summer with amazing attendance. The videos of the training will be released once they are finalized.
 - Black Students Matter training course was released last week. Seventy-eight folks are already signed up for that course.
 - As PDP coordinator you have time to pick your passion projects and what you want to focus on. Good progress is being made for online resources and creating PD learning opportunities in an asynchronous format.
 - B. **C³ – Sean Davis**
 - C³ programming and events planned for Fall 2020 was shared.
 - This is the link to the shared document with the programming.
https://docs.google.com/document/d/1Jx5MfzJnTve6zo_xJ468QgVPBxmDxqt4NOt7pIPETNE/edit?usp=sharing
 - C. **MOE – Jim Julius**
 - MOE met this morning and there is tension about student experiences not being as good as we would like it to be. However, there is not a mandate about online teaching.
 - Presented an overview of what has been going on regarding online education (OE). Providing a little more direction to departments and what they should be deciding for themselves.
 - This is the link to the faculty support for online teaching:
https://docs.google.com/document/d/11hlc3dRLKOse-bZub2RUH_jUeaOpGtowFBFUnp0hIQ/edit?usp=sharing
 - MOE is here to provide guidance.

D. NCHEA – Rachel Hastings

- The Board met earlier this month. Their goal is to help with student transfer success. Mission is to help faculty and classified staff to put on programming to help students with successful transfer.
- They had a lump sum of funding leftover and will use the money to put on two equity conferences with outside guests sharing their expertise; one in October and another in spring.

Additionally, Jeff Murico reported on DEqCC.

DEqCC – Jeff Murico

- There was a lot of positive feedback regarding the Cultural Competency Conference.
- There were a couple of complaints voiced about populations saying they were not being heard. These conversations took place in the chat room. This was brought to the attention of Dr. Cooke.
- Want to continue to encourage all voices to be heard and people to be included.
- Talked through these issues and started planning for the next DEqCC conference. Currently, taking applications and suggestions to participate in the next conference.
- These sessions were recorded and can be found on the DEqCC Canvas site.

VI. New Business

A. Black Lives Matter – Bruce 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.*

- Training took place over the summer. A Canvas classroom was launched last week.
- The coordinator would like to create stickers and certificates. Do not have pricing yet but the designs were made by JD Banks. Will be asking the committee to approve the funding for this.

B. PDP Library – Bruce Hoskins

Description: *Looking to add book titles to the PDP on-ground and digital libraries. Looking for PDP committee input.*

- Lane indicated the PDP library could use updating. If interested in adding to the library, make suggestions and the program has money to purchase more books.
- Aaron Roberts, JahB Prescott, and Tony Burman volunteered to be on a taskforce to look at the library and see about adding titles. Adler will share the electronic list of books with them.
- Julius offered to create a page for all the E-books and will connect with Glorian Sipman, I the library.
- Burman discussed physical vs. virtual and electronic archive materials, adding podcasts, talks, etc. that have been recorded by MCC faculty. This would be a great PD archive and having these linked in multiple spaces to share resources.

C. PDP Job Description – Bruce Hoskins

Description: *New positions and structural issues make it necessary to revisit the PDP job description.*

- There are a lot of elements to the PDP coordinator position that have changed. Would like to let everyone understand the job so that when someone else is ready to take the position, they are ready to take it on.
- Regular duties include:
 - Coordinating Flex weeks for fall and spring.
 - Once a month meetings.
 - Weekly communication done differently by different coordinators, i.e. newsletter, podcasts, etc.
 - Lodestars.
- Things that have changed:
 - The Joyful Teacher in Residence shifted the roles and also had a newsletter. Questioned if there is a need for a second newsletter coming from both the PDP coordinator and the Joyful Teacher in Residence.
 - NCHEA – the PDP coordinator is supposed to be part of NCHEA.
 - Monthly meeting and the PDP coordinator of each campus is written into the bylaws. As a PDP committee, this needs to be discussed.
 - It is a workload issue that needs to be appropriately addressed.
 - As part of the coordinator responsibility, feels it should be able to be delegated.

- NCHEA could use some fresh eyes and dedicated solely to this space and help it grow.
- MCC is the hosting institution from 2020-2022 and Rachel Hastings is the current director.
- NCHEA has money and you should apply with a proposal that is legitimate and has a good chance to receive funds to support your efforts.
- The PDP Coordinator receives 40% reassigned time.
- The NCHEA liaison receives 20% reassigned time.
 - The hosting institution is to have 20% reassigned time as the director. This is in the NCHEA bylaws.
 - Hastings did not coming in as director-elect. MCC found the money to compensate her for the work she was doing towards the directorship.
- Previous coordinators who may have done this never received the additional 20%.
- There was not a lot of attention paid to the person being director. It only happens every 4th year as it rotates between the three schools. The PDP coordinator is only a 2-year position. The workload, i.e. actual tasks, have evolved greatly.
- Discussion regarding what the proper amount of reassigned time for this space needs to be considered by the committee.
- This will come back for further discussion. Bruce will bring back a list of current duties and ideas for the position.

D. 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.*

- Tabled until the next regular meeting of October 9, 2020.

E. 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.*

- Tabled until the next regular meeting of October 9, 2020.

VII. Adjournment – The meeting adjourned at 1:00pm.