



**Professional Development Program Regular Meeting
Friday, February 19, 2021 ~ 11:30am – 1:30pm
ZOOM Meeting Information Below**

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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. Consent Calendar
 - A. Approval of Meeting Minutes, December 11, 2020
- VI. Reports
 - A. Coordinator– *Hoskins*
 - B. C3 – *Davis*
 - C. Online Education – *Julius*
 - D. NCHEA – *Hastings*
 - E. DEqCC – *Murico*
 - F. Other reports
- VII. New Business
No new business at this time.
- VIII. Old Business
 - A. 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. PDP Coordinator – *Hoskins*
Description: *The PDP coordinator term is coming to an end this semester. Suggestions for a new coordinator will be discussed.*
 - B. Vision Resource Center (VRC) – *Hoskins, Julius, Hastings, Adler*
Description: *After a two-day training, Adler, Hastings, and Julius learned a lot about the VRC system that faculty/ PDP need to consider. Discussion will begin concerning the faculty role/expectation concerning the implementation of the VRC system and whether they will be part of this application.*

X. 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.



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, Serena Mercado, Lynne Miller, Brian Page, JahB Prescott, Aaron Roberts
Members absent: Angelito Della Cruz, Leslie Nemour
Others present: Jeff Murico
- 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 November 13, 2020**
MSU (French / Miller) to approve the regular minutes of the regular meeting of November 13, 2020 as presented.
- VI. **Reports**
 - A. **Coordinator**

PDP Coordinator, Bruce Hoskins, noted that he has 5 months more before his coordinator term comes to an end. He asked for others to consider being the next PDP coordinator noting that the work is different for each person taking on this position. He will bring back the job responsibilities as an agenda item in the spring and will recommend it be a three-year position. Some of the duties include facilitating monthly meetings, coordinating Flex weeks, weekly reports, and indicated compensation over the summer. Compensation is fair if you include the 20% reassigned time the current NCHEA chair is receiving. The term for the position starts right after commencement and would like someone to identify themselves by the end of January. Notify Hoskins if interested. It was noted that some chair positions require tenure and some do not; however, is unsure about the PDP coordinator position. When going through the tenure process, faculty should be advised that the PDP coordinator is a big responsibility.

Regarding the Vision Resource Center (VRC) and Academic Impressions (AI), Hoskins is meeting with Charlie Ng and Luke Lara and talking about the idea of bringing them on board. Even though it was introduced poorly, when meeting with Charlie, it was felt he was coming from a sincere and honest space. They would like to create a universal umbrella for PD. It currently sits in three different spaces but trying to integrate them together. Unclear if it is important for faculty to participate in VRC. Will continue to explore VRC and AI and meet about what the structures would look like. Advised Ng that he would like to know if anyone else would like to in the possibility of bringing PD under a unifying umbrella. Sean Davis, Rachel Hastings, JahB Prescott, and Jim Julius indicated they are willing to help. This will be tied in with the teaching and learning library. Ng is also looking into compensation. Julius has the bigger question of what the benefits to faculty are. Discussion ensued regarding the college and/or Chancellor's Office trying to get everyone on the same page and how this will meet the needs of this particular constituency (faculty). There is a concern that this is coming whether it is agreed to or not and that it may not be an option, but mandatory at some point in time. Hoskins noted that a few people from different schools will be chosen to experience it and then see what use they get out of it. He is willing to give it the benefit of the doubt and explore it. It was also noted that there is a fundamental disconnect between the different constituencies in terms what PD needs are for each group. It was asked what the expectation is from today's meeting. Hoskins would like the committee members to explore this. There was further concern that it be on record that the PDP committee did not appreciate how this process started and feels a pause button should be pushed.

This will be an actual agenda item and Hoskins will take whatever direction the PDP committee would like to take back to Ng. He can be asked to attend the first PDP meeting in the spring for a formal presentation.

There was further concern that this is an administrative strategy for getting this done and becoming a mandate. It was further noted that the 10+1 should not be pushed aside as written into the statewide AS. Perhaps this should go through AS. It was indicated that VRC is the global PD housing which may not be a bad thing and that AI is a corporate PD center and is inappropriate for faculty PD and does not fully satisfy their PD. Hoskins will inform Ng that this was not done in the way it honors the 10+1. This will come back in the spring.

B. C3

C3 teacher in resident, Sean Davis, received the qualifying language for the CARES funds from Charlie Ng. He shared the language with the committee. It was asked if these funds could be used for producing a website as a repository for PD the library. Has not yet received an answer.

C. Online Education

Online education coordinator, Jim Julius reported that in terms of spring flex week, he has not yet submitted any workshops. He is waiting to work with Hoskins and Adler to see what has been proposed and what can be added.

Superintendent/President, Dr. Cooke reached out to Davis and Julius with a desire to bring online education expert, Michelle Brock, to MCC. Brock is employed by @One and has pioneered spreading the word about online education. There is a 5th Friday in April and it was proposed to Dr. Cooke and Diane Dieckmeyer that an event for faculty could be planned for that day. Davis and Julius will proceed to get Brock booked for that day and make plans early in the spring. Will bring back to PDP to move forward.

It was suggested to visit the @One website for recordings and self-paced workshops.

D. NCHEA

NCHEA Chair, Rachel Hastings, reported next spring is the second tri-equity conference to take place in February. Also looking to provide a space for students to tap into career exploration during this age of Covid by providing students with information about how to obtain a job. Dates will be shared as it approaches.

E. DEqCC

DEqCC representative Jeff, Murico, announced DEqCC is planning the Cultural Competency Conference (CCC) for January 21st during spring Flex week. He asked the committee if anyone frequently attends the CCC and if those who plan to attend would be available for administrative things on the backend such as monitoring the chatrooms. Would like to get some support and commitment to attend at least one session. Will send an email everyone to either assign a session or a choice.

VII. New Business

No new business at this time.

VIII. Old Business

A. Black Lives Matter – Hoskins

The committee was reminded of the previous 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.

MSU (Page / Alessi) to approve the resolution as presented including an amount not to exceed \$500.

IX. Information / Discussion

A. Teaching Academy Library – Burman, Prescott, Roberts

A tentative organization for the input of library materials is being presented for discussion.

There is a need for a clear pathway for the folks who are working on this moving forward. The library is being headed by Burman, Prescott, and Roberts. They are in the process of collecting materials from faculty members. Talked briefly about start something organically and housing materials in something as simple as a Google document and then branch off to something bigger from that.

Prescott proposed a title of Repository for Educational Coolness (REC). There will be more to report moving into next semester.

It was asked if PDP wants a standalone website.

The PDP committee needs to collect information and share it and need a clear line between what the subcommittees are doing. This conversation was to be about where to put all of this and a clear marching direction about how to package it and move forward. Will it be housed on Canvas, MCC website, VRC? Need to get the work done and find the final format. Action steps will depend on what objectives are decided upon collectively. Need a living repository of information. Davis indicated the Joyful Teaching Canvas shell is being worked on currently. French further described why and how the PDP page changed and evolved over the last several years.

It was suggested to develop the Google document first, figure out how to get the information out to faculty and then look at ideas for a more substantial website.

As a clear action step, during the first or second PDP meeting in the spring, the subcommittee can share the Google document with categories listed, then brainstorm to see what the steps are after that and to get the conversation moving forward.

This will come back at the first meeting in the spring to see where things stand.

X. Adjournment – The meeting adjourned at 1:04pm.



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
- NCHCA 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 NCHCA lead, 3-year term

Concerns with this model:

- What to do with ex officio year?
- Allow appointee for NCHCA 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