



**Professional Development Program Regular Meeting
Friday, September 9, 2022 ~ 11:00am – 1:00pm
ZOOM Meeting Information Below**

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AGENDA

- I. Call to Order
- II. Roll Call
- III. Teleconferencing Meetings
 - A. Teleconferencing Meeting Pursuant to AB 361 - *Roberts*
Description: *The Professional Development Program (PDP) Committee will consider whether to authorize teleconferencing meetings pursuant to recent legislation AB 361, since meeting in person would present imminent risks to the health or safety of attendees. In order to continue to meet under these abbreviated teleconferencing procedures, AB 361 requires a legislative body to make specified findings not later than 30 days after the teleconferenced meeting and to make those findings every 30 days thereafter. PDP will consider the circumstances of the state of emergency and determine if the emergency continues to directly impact the ability of members to meet safely in person OR if state and local officials have imposed or recommended measures to promote social distancing.*
- IV. Individuals Wishing to Address the Committee (*on items not on the agenda*)
- V. Changes to Agenda Order
- VI. Consent Calendar
 - A. Regular Meeting Minutes of May 13, 2022
- VII. Reports
 - A. Coordinator – *Roberts*
 - B. C3 – *Davis*
 - C. Online Education – *Julius*
 - D. NCHEA – *Hastings*
 - E. DEqCC – *Eggleton*
- VIII. New Business
 - A. PDP Goal setting, group expectations, and task forces
Description: *What are we doing as a committee? What do we want to accomplish this year? Together, we'll work to set goals for the year and create a set of expectations for how we work and interact with one another on the committee.*
 - B. MiraCosta Professional Learning Report and Achieving the Dream Plan
Description: *Dr. Mary Spilde has been working with members of MCC for the last year to develop a professional learning plan for the campus. PDP will be a big part of this plan as it shifts into the implementation phase. Members should reflect on their desire to be involved in this work if they feel that they are able and willing. We'll form a task force to keep the committee updated on the campus-wide work as well as help shape the implementation of any plans that come from this work.*
- IX. Old Business
 - A. Update Needed: PDP mission and functions
Description: *Further work will be done to refine and prioritize the functions of PDP.*
- 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, Giana Carey, Rica French, Thao Ha, Rachel Hastings, Dominique Ingato, Jim Julius, Lauren McFall, Serena Mercado, Brian Page, Zika Perovic, JahB Prescott, Aaron Roberts, Denise Stephenson, PDP Coordinator
Members absent: Sandy Comstock, Lynne Miller
- III. **Individuals Wishing to Address the Committee** – None.
- IV. **Teleconferencing Meetings**
 - A. **Teleconferencing Meeting Pursuant to AB 361 - Stephenson**
Description: *The Professional Development Program (PDP) Committee will consider whether to authorize teleconferencing meetings pursuant to recent legislation AB 361, since meeting in person would present imminent risks to the health or safety of attendees. In order to continue to meet under these abbreviated teleconferencing procedures, AB 361 requires a legislative body to make specified findings not later than 30 days after the teleconferenced meeting and to make those findings every 30 days thereafter. PDP will consider the circumstances of the state of emergency and determine if the emergency continues to directly impact the ability of members to meet safely in person OR if state and local officials have imposed or recommended measures to promote social distancing. Suspension of the rules are requested to take action at this meeting.*
MSU (Mercado / Alessi) [Jim Julius was not present for the vote] to approve teleconferencing the PDP meeting pursuant to AB 361.
- V. **Individuals Wishing to Address the Committee (on items not on the agenda)** – None.
- VI. **Changes to Agenda Order** – None.
- VII. **Consent Calendar**
 - A. **Regular Meeting Minutes of April 8, 2022**
 - B. **Approve PDP Travel Funds for Full-time and Associate Faculty for the 2022-2023 Fiscal Year**
Description: *Each year the PDP committee determines the amount of travel funds they will allocate to each faculty member for purposes of professional development. The allocated amount has been \$650 for both full-time and associate faculty for the last number of years. The committee will consider continuing allocating this amount for the upcoming fiscal year.*
The Consent Calendar was approved by unanimous consent. [Jim Julius was not present to consent.]
- VIII. **Reports**
 - A. **Coordinator – Stephenson**
PDP Coordinator, Denise Stephenson, asked the committee for suggestions to rename this agenda item to something other than Reports. Here were some suggestions: Updates, Thoughts for Your Thoughts, Topics for Discussion, Collaborative Reports, Feedback, Recap / Discussion, Collaborative Discussion, PDBites, Collaborative Conversations, and Beyond Silos.
It took over a month, and more than one person in the group was interested to lead PDP. Aaron Roberts and Chad Tsuyuki will be the new co-coordinators for PDP. Roberts's overall mission is to spread out the responsibilities as a committee and the goal for fall is to reflect on what the committee wants to do.
The State Report/Flex Calendar Report and Certificate were both submitted to the Chancellor's Office one month early.

The Trek and DEqCC retreat occurred with good discussions. Dominique Ingato carried the loadstar indicating they are looking for ideas for the loadstar program and getting the most out of those interactions beyond the beginning of the semester.

Campus-wide professional learning had a meeting since the last one. There was consensus about not having one-stop/single sessions while equity was the top priority and having all campus employment groups involved in professional learning is a goal. Both of these leant well to talking about what are some ways we might not be in our silos and how to work together. Integrated, aligned, supported, and intentional were themes that were coming through in the discussions. They talked about how to prioritize professional learning for all of us while the individualized aspects remain intact. Brian Page noted he was in a group that talked about what the role of the PDP committee is versus individual faculty exploring what they want or an ongoing series of workshops (ongoing piece). Lauren McFall noted the cohort piece and the idea that PD needs to have a place, i.e. virtual space. Stephenson noted it is useful to bring up the technology plan and the need for a good storage location for professional learning. McFall noted she had advocated for a repository of some kind whether for PD or something like textbook storage for example. The plan will be five years, building in the idea to use futures work to see how that plan grows.

Later today is the first data coaching meeting for around 15 to 20 people.

Luke Lara heard from PDP and DEqCC in terms of the cultural trainings recommended by Charlie Ng. The big pieces of this will be carried by Roberts concerning the onboarding process. PDP has had the onboarding roll with full-time faculty. Someone can run point on the following two areas: 1. the desire that a context be set for faculty in terms of DEI work, and 2. some kind of interactive piece. We should have the ability to design it. It is asked how far the mandate goes from HR such as the time it takes to complete the canned training vs. the extra work employees might do. Can faculty receive flex credit for that or compensation? Is there someone willing to take this on with Roberts? Burman expressed concern about the precedent this might be setting as encroaching on PD.

The tour for new faculty to tour campuses and the larger community in January was cancelled. New faculty have asked if that can happen. Let Stephenson know if available to help tour a campus with the new faculty.

B. C3 – McFall

McFall indicated the semester is wrapping up. Would have liked to offer more but there were many offerings this semester and she didn't want to overlap. She has been working with the C3C3 on updating the MOU. Also working on the thank you event next week. She pulled in the libraries at the SEC and CLC campuses who will help to distribute thank you gifts.

C. Online Education – Julius

Shared the link to MCC DE Handbook that is a reference for everyone. It will be kept up to date by Jim and MOE.

D. NCHEA – Hastings

No report. They have completed for the year and will be at Palomar next year.

E. DEqCC – Roberts

They are moving along with their conference and will get a guest speaker focusing on equity along with a follow-up workshop and a second event in afternoon. The goal is for community to come and enjoy and feel refreshed and learn. It will all take place on Zoom. A save the date announcement for the Thursday event during Flex week will be sent out. Panels will not be solicited for the CCC. Folks will be asked to submit proposals to do a flex workshop rather than for the Thursday CCC.

IX. Old Business

A. MIST

Description: After meeting with Caroline Bischel to learn how much work it would take for Flex offerings to use the MIST system, questions were posed specifically about the intricacies of reporting functions needed for associate faculty. While some complex reports could be built, interface issues between MIST and both Workday and SURF would mean that several processes which are currently automated would need various kinds of hands-on attention twice a year for our hundreds of associates. The PDP vote to pilot MIST in the fall does not seem viable.

In retrospect, if we had asked the question, will the system handle AF reporting needs, we would have known that we could not use it for that reporting. It could be improved and an option in the future; however, at this stage it is not a viable option. We could pursue a better way to display PD offerings and MyFlex will not last forever. Therefore, we will not be piloting it in fall. It was agreed by a

unanimous show of hands to not utilize for the purpose of recording Flex hours for faculty. It was further noted that the amount of work to input a single workshop into the system is overwhelming. It was also mentioned that we can still have folks sign up for workshops in the MyFlex system. That feature is still in the background of the system. Stephenson will inform administration that we will not be using MIST for purposes of Flex recording.

B. PDP Spring Survey Results

Description: *The agreed upon methodology to survey AS and department chairs was increased by adding Associate Faculty and AS Senators. Though there were some issues which arose, 29 faculty responded. This information may be useful in establishing the mission and functions of PDP.*

Survey results were shared. It was noted there was a major issue behind the firewall designed on the MCC site. Twenty-nine responses were received from a smaller group surveyed.

Roberts talked about revising goals for PDP in the fall. He would like the committee to be thinking about individual passions and enjoyments and as a group. He asked if there is any interest in developing some type of PD learning content. Perovic is interested. Roberts further noted everyone has different goal and is hoping to reach out to each person individually by email about interests. He asked everyone to think about what they'd like to do.

C. Update Needed: PDP mission and functions

Description: *Further work will be done to refine and prioritize the functions of PDP.*

Some functions shared were: create content, not so one-off, cross-disciplinary conversations, perhaps create annual goals, relationship with the C3. The question of who is the audience arose: faculty / administration / other AS committees. Need to address terminology and messaging around how flex works and what PDP does.

D. Flex Workshop Proposals

Discussion ensued about the proposals already submitted for Fall Flex week. Stephenson has concern that there are three people getting compensation for outcomes work and now because it hasn't been done, PDP is being asked to ensure it gets done. It is important work but not happy that this is being asked of PDP at the last minute.

Stephenson can tell administration that ACD is seen as doing the college-level work.

Julius noted people were panicking 11 years ago about SLOs and accreditation. A lot of attention was put on it but it has never been meaningful. It doesn't do PDP any favors to look like we are part of the panic and papering over but in the long run picture of doing better PD, SLOs needs to be a piece of that somehow as long as it is a requirement. Need to look at how to make it integrated with other pieces on campus.

French suggested it should be the SLOs committee responsibility to educate us. The PDP committee can be a peripheral resource; what types of assessments tools are more robust; we have a SLO committee but what do we learn from them? There have not been any directives from the SLO committee. Stephenson noted that they and other committee members who have charges involved in gathering faculty and PDP can help them as to how this can be done well.

X. Adjournment – The meeting adjourned at 12:50pm.