



OFFICIAL MINUTES

- I. **Call to Order** – The meeting was called to order at 11:05am.
- II. **Roll Call**
Members present: Aaron Roberts (coordinator), Giana Carey, Sean Davis, Xuchi Eggleton, Rica French, Thao Ha, Tricia Hoste, Dominique Ingato, Jim Julius, Lynne Miller, Brian Page, Zica Perovic, JahB Prescott
Members absent: Anna Alessi, Bruce Hoskins
Others present: Jd Banks, Tina Walker
- 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.*
MSU (Hoste / Miller) to approve teleconferencing the PDP meeting pursuant to AB 361.
- IV. **Individuals Wishing to Address the Committee** (*on items not on the agenda*) – None.
- V. **Changes to Agenda Order** – None.
- VI. **Consent Calendar**
 - A. **Regular Meeting Minutes of September 9, 2022**
The consent calendar passed by unanimous consent.
- VII. **Reports**
 - A. **Coordinator**
Aaron Roberts shared a jam board to check in with committee members and asked everyone to share “What’s Hot and What’s Not” noting he is feeling tired and behind but loving the powerful conversations he has been having with students and others. Committee members shared some of their “what’s hot” and “what’s not.”
 - B. **C3**
Sean Davis deferred to Jim Julius for this report.
 - C. **Online Education**
Jim Julius discussed the renewal of the online mentors. Folks have thrown their hats in the ring. He met with VPI, Pescarmona, yesterday and they are thinking about next steps considering the new MOU. There will be three groups; one with 1:1 mentoring; a second group establishing an online course review process with peer input; and a third group is creating institutional professional learning opportunities for faculty similar to @One classes but will adapt them to be MCC-specific. They are establishing processes and courses and perhaps looking to pilot and roll them out in the spring. The workload will be shared and there will be perspective from different disciplines. Although the call has gone out and will get started with folks who have responded, there will be continued opportunities and compensation available under the terms of the new MOU. This is very open-ended.
 - D. **DEqCC**
Xuchi Eggleton reported DEqCC just had their meeting this morning. Violeta Sanchez and Edward Pohlert presented at NCORE and shared some of their presentation with DEqCC committee. A video also consisted of interviews with former and present members and the idea was to look at the origins of DEqCC.

E. CCC

JahB Prescott reported the CCC is in the third iteration this semester and welcoming 13 associate faculty and four faculty members and one instructional specialist. They started laying out the plan for this semester to build artifacts that represent changes implemented without our course, based on the reflection of our data dashboard. Cohort members can select which are they want to focus on such as syllabus, community building, culture within the classroom, or supporting disproportionately impacted students. The focus of the facilitators are working together to guide them, not only as mentors, but as people who have been through the facilitation process. Part of the CCC this year will be a deeper dive into data and work through some data coaching. Ingrid Bairstow presented her project at KAESOL, titled Teachers of English to Speakers of Other Languages in California. She presented the way she was implementing work to help students, specifically in noncredit who were learning English for the first time.

VIII. New Business

A. Black and Brown Nerds Expo—JahB Prescott

JahB Prescott introduced Jd Banks to talk about the upcoming Black and Brown Nerds Expo event and how PDP can support it. He noted Banks creates programming that is fun for our students and informative for faculty. Each spring MCC hosted the Black Nerds Expo and Banks worked with many faculty and staff members to create the first ever Black and Brown Expo this fall. Banks noted the Black and Brown Nerds Expo is modeled after the Black Nerds Expo. Every spring MCC has hosted the Black Nerd Expo. This new event will be a free space to celebrate and educate, while folks can participate in different activities that surround such things as literature, comics, STEM science, engineering, and math careers. Its focus is on black and brown created items and industries. She is looking for support to promote the event to students or being a presenter at the event.

B. PDP Logistics Resources

Description: We will discuss how we can update PDP access points for the campus, including our Canvas page, videos discussing how to record Flex, videos describing what Flex is, what PDP can fund and how to ask for funds, and other logistical resources.

The committee did some active learning work together in order to put some plans in action.

Started looking at access points for PDP information. Talked about getting a team together at the last meeting, to possibly get some content made. Would like to update what we have and make some changes so that specifically, how would a new person who's never experienced Flex or accessed travel funds know how to access PDP and those things. When we make changes, what can we do to revise some of our access points? Today will be a lot about making the front-facing portion of PDP a little more polished. A Google document was shared that could be a workspace for the committee:

<https://docs.google.com/document/d/1sJC7KaUp8VBMpQHWgpsKHQTsmNHj7EW9ZrSYV9pznfA/edit?usp=sharing>

Committee members were divided into two teams, Flex and Travel groups, to discuss and edit the document to include some action items that can be checked off by adding to the statement at the bottom of the document, "Before the next meeting, we will..." This document will be shared at every upcoming meeting moving forward. For the Flex team, they looked at what already exists for Flex. What is available for someone who wants to do Flex or to understand what Flex is? The most common question asked: "Is this Flex-eligible?" This is information that should be front and center for someone new to Flex. The same applies for travel in that it is asked, "Can PDP pay for this thing?" For this process, the committee was instructed to open the Canvas page for PDP and perhaps the MCC PDP webpage. The teams were asked to put notes in the document during their discussions.

The teams returned to the main Zoom room to discuss what was talked about in both breakout rooms.

The main theme in the conversation from the Flex team: Tricia Hoste noted passionate discussion focused around what is flex-eligible and what is not and whether it can be made clear so people can feel supported in what they engaged in helped them grow professionally. They also discussed deadlines how many hours are needed for Flex, which Flex days are mandatory such as All College Day but professional development days during Flex week are not mandatory. Further, they discussed possible ways to record flex differently and include them on the webpage for looking at them at a later time. Flex is the language that has a long history and it feels like it should be simple such as here's what Flex is and here's how to record it, but it's not that simple and there is also state oversight and the possibility of a potential audit. The idea is not to reinvent the wheel but how to whittle it down to what's necessary and keep the flexibility of Flex.

Roberts asked the committee how they access Flex and the process they use for recording their Flex hours. He noted that when you access the Canvas PDP page, it is not a page you want to explore or doesn't seem like you know exactly what to do. There will be discussion about how to update the Canvas page as a whole as part of this process. Step three was to create a simple definition of what is Flex eligible. This needs to be defined more clearly. The Flex Test is a good starting point for indicating what is or is not Flex-eligible. There is a trust factor that the faculty member is the expert in their discipline and if they feel it contributes to their professional development, then they should decide. The existing materials can definitely be streamlined. Each committee member should be able to be educated and be proactive to know what flex is and don't be afraid to ask. Web links need to be clear. Don't need to change the information but need to streamline the existing materials and change the package on the PDP Canvas page. We can eliminate the need to ask if the information is presented better.

The main theme in the conversation from the Travel team:

There was not time to go into this conversation; however, Roberts and Adler are going to work on this and do a recording of Roberts applying for PDP travel funds and how to do it the right way.

Final thoughts included that moving towards a culture of professional learning that's continuous and intentional, should inform us about getting away from worrying so much about a Flex workshop and Flex weeks and just that there is professional learning that happens all the time. Whether it's Flex or not should not be the first thing people are worried about.

With this as the focus, what does the committee want to do before the next meeting?

Before next meeting we will...

Find one thing that needs to be clarified.

Find one thing that is not useful at all.

Is there anything we can do to help with development with the January Flex week schedule?

December meeting could be dedicated to January Flex week. Hope this will be a collective activity and a discussion as to what shape that takes. There is no meeting in November.

IX. Old Business

A. Update Needed: PDP mission and functions

Description: *Continue discussion about the work to refine and prioritize the functions of PDP.*

This agenda item was tabled.

B. PDP Goal setting, group expectations, and task forces

Description: *Continue to discuss what we are doing as a committee and what we want to accomplish this year.*

Together, the committee will 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.

This agenda item was tabled.

C. 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. At the last PDP meeting, a taskforce was formed 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.

This agenda item was tabled.

X. Adjournment – The meeting adjourned at 1:01pm.