

1 **DAS PROFESSIONAL DEVELOPMENT COLLEGE**
2 **STEERING COMMITTEE**
3 April 28, 2017

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5 Held at Los Angeles Trade-Technical College

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7 Members present: Elizabeth Atondo, Angela Echeverri, Alex Immerblum, Josh Miller, Clare
8 Norris-Bell, J. Edward Stevenson, Jen Vaughn and Lourdes Brent

9
10 Members absent: John James, Susan McMurray, Josh Miller, April Pavlik, Ayesha Randall,
11 Roxanna Sanchez, Teresa Williams

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13 The meeting commenced at 10:20 p.m.

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15 **Action Item: Approval of the agenda**

16 Immerblum/Vaughn; M/S/P

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18 **Guest Speakers**

19 None

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21 **Action Item: Approval of the March 17, 2017 minutes**

22 Vaughn/Miller; M/S/P

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24 **Action Item: Approval of the PDC budget, 2017-2018**

25 Immerblum/Stevenson; M/S/P

26 Discussion and changes concerned conference attendance; guest speakers/presenters; printing;
27 marketing; and college liaisons. Stipends were clustered in their own section in the proposed
28 revised budget. Vaughn was tasked with making marketing videos for the PDC and with
29 establishing and maintaining an active and interactive social media presence.

30
31 The budget for college liaisons to the PDC was revisited. After much discussion, it was
32 recommended that liaisons could receive a stipend not exceeding \$1,000 per annum for
33 coordinating PDC-related events at their colleges. Such events must receive prior approval by
34 the PDC Steering Committee and must also include deliverables. This Committee also suggested
35 that liaisons take a PDC course tuition-free. It was suggested that supervision pay for
36 department chairs would be recovered through apportionment being received by the college
37 offering the PDC classes.

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39 The revised budget (attached) will be forwarded to D. Gauthier for review and approval by the
40 Chancellor prior to the May 1st consultation.

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43 **Reports:**

46 **Roster of members**

47 Attached. To encourage participation remotely by the college liaisons, Atondo will arrange for
48 CCC Confer to be available for this Steering Committee's meetings.

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51 **PDC survey**

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53 Vaughn will make the changes recommended by the Committee and forward to Brent who will
54 then forward to Gauthier. He will then email this revised survey to all LACCD faculty. PDC
55 liaisons will also encourage faculty participation in the survey. The Committee expects to obtain
56 survey results by the end of the Spring 2017 Semester. These results will have an impact on
57 future PDC course offerings and seminars and could frame discussions/possible collaboration
58 with the Charter College of Education at Cal State Los Angeles.

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61 **Curriculum and course offerings**

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63 Brent reported that Education 252 (Curriculum Development and Instructional Design) ends on
64 May 5th and Education 250 (Adult Learning and Motivation) ends on May 6th. She will visit
65 each class to distribute the course participant feedback surveys. The results will be shared with
66 DAS President, Don Gauthier, and with the Steering Committee members. (Note: These surveys
67 are not intended as an evaluation instrument of the instructors.)

68

69 Miller reported that Education 240, Online Pedagogy and Teaching Modalities, passed tech
70 review at Valley. Next, it will go to Valley's Academic Senate. The Steering Committee
71 recommended that this course be offered this summer. Although workshops are available to help
72 instructors understand and navigate Canvas are offered, sometimes leading to DE certification,
73 Education 240 would also cover best practices and theories related to adult computer-mediated
74 instruction.

75

76 The remainder of the PDC curriculum will also be going through Valley's Curriculum
77 Committee. Miller and Randall will keep this Committee apprised.

78

79 An inquiry was made about the new adjunct faculty hiring policies and procedures. Immerblum
80 noted that any new processes would apply to faculty not currently employed in the LACCD. All
81 PDC instructors are and have been LACCD instructors.

82

83 Brent reported that George Dekermenjian agreed to offer a *Mathematica 2.0* seminar (including
84 special topics and online applications) for the DAS Professional Development College. The 12-
85 hour seminar would be offered from June 19th to 30th. Dekermenjian is working on a website
86 which could be forwarded to faculty. As soon as Brent receives the information, she will
87 forward it to the Steering Committee.

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89

90 **Discussion:**

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92 **Collaboration with CSULA**

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94 Discussions are currently in abeyance until the Steering Committee receives the survey results.

95 The Committee recommended that representatives from the CSULA Charter School of

96 Education be invited to the Steering Committee meeting when the results are available.

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99 **Items from the floor**

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101 Steering Committee members are advised to wait for email notification from Atondo regarding

102 participating in the next meeting via CCC Confer.

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105 **Next Meeting**

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107 The next meeting of the DAS PDC Steering Committee will be on May 19, 2017, commencing at

108 12:30 p.m., at the ESC.

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111 **Adjourn**

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113 The meeting adjourned at 11:42 a.m.

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116 Respectfully submitted,

117 Lourdes M. Brent

118 DAS PDC Coordinator