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| P | John Vitullo  (co-chair/designee) | P | Lisa Rodriguez  (POD, Acting Director) | P | Kelley Lyons  (FA) | A | Janet Jiang  (Student, AS) | A | Emily Versace  (AS) | P | Carol Impara  (AS) |  | VACANT  (Faculty at-large (e.g. DEISA+) (AS) |
| P | Lizbet Sánchez  (co-chair) | P | Shiloh Blacksher  (AS, VP Senate) | P | Elda Blount  (POD, Classified) | P | Dalia Chavez  (AS) | P | Tamra Horton  (FA) | P | Chara Powell  (AS) | A | Sarah MacLean  (AS) |
|  |  |  |  |  |  |  |  |  |  |  |  | A | Scribe:  Kevin Truong |

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| **Item** | **Details** | **ACCJC Standards** |
| 1. **Approval of Meeting Minutes** | 1. 3/28/24 Meeting Minutes    1. Minutes approved. John and Dalia abstained. | * II.A.2 * II.A.7 * III.A.1 * II.A.8 * III.A.14 * III.C.1 |
| 1. **Report Out**   **Group 2 to report out 4/11/24**   1. Noncredit (Dalia) 2. Distance Learning (Carol) 3. S&L (Tamra) 4. Conference and Travel Subgroup (Lizbet)   **Group 1 to report out 4/25/24**   1. FLEX (Shiloh) 2. POD (Lisa) 3. Conference and Travel (Lisa) 4. PGI/PGH Update (Elda) | 1. Noncredit (Dalia)    1. Noncredit had a convening which had an outside group come in to help identify pain points of entry in the enrollment process. The goal is to get students to transition from non-credit to credit.    2. Group was able to work with different partners across campus such as Admissions and Records.       1. One barrier that was identified was an application issue where students who are undocumented DREAMERS had been issued with the ID verify me process.       2. The application immediately flags the application if they are not able to verify the application.       3. Students do not know they can reach out or go in person to the campus to get help and complete the application. 2. Distance Learning (Carol)    1. The FCLT will be offering 6 synchronous online sessions which will all count towards SPOT certification. 75 out of 200 that still need to submit their evidence and to be recertified by the end of July.    2. There will be an uptick in inquiries to POD about their transcripts not being updated after they have taken their courses. 3. S&L (Tamra)    1. The revised PGI forms are both up on the S&L and POD website. There is an effort to consolidate website and that both the S&L and POD websites will link to the one website for less confusion when faculty is trying to locate and fill out the form.       1. Elda received the updated petition for PGI from Harry but not another form that is used for the verification process (no longer done through POD). Elda asked if faculty are completing both forms or just the updated PGI form.       2. Tamra will reach out to Alexis if the version date can be added to the forms to prevent confusion.    2. The S&L team is getting used to the new Smartsheet when it comes to approving workshops.       1. Due to formatting, some workshops were not approved due to appearing at the bottom instead of on the top of the Smartsheet.    3. Lizbet asked Tamra about her appointment as the faculty professional development. Tamra says she has not heard anything about the appointment. Shiloh does not see future dates with the FA but Shiloh will follow up 4. Conference and Travel Subgroup (Lizbet)    1. Lizbet shared that the recommendations for conference and travel was brought to PDC. The following changes were proposed:       1. Name change to Faculty Professional Development and Travel.       2. Raise amount from$1800 to $2250    2. However, PDC did not approve the motion. They are open for further discussion next PDC meeting.    3. Since faculty travel has different criteria than non-faculty travel and comes from two different pots of money, the goal is still to split the travel application. Create one faculty-centric and one that is non-teaching-centric. A more robust conversation will occur during the next PDC meeting. | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 |
| 1. **Guests** | 1. No Guests |  |
| 1. **Action Items** | 1. Newly added PGI/PGH requests sent via Smartsheet. Please review and submit your recommendations.    1. Elda shared with the committee the status of the PGI/PGH requests that have come in       1. One session was pulled for discussion and is waiting on clarification from one of the facilitators.       2. There are several sessions that the facilitators have not responded back with the documentation requested or questions asked by the committee.       3. John suggested that the council sets a deadline on a response for otherwise the application will be denied.       4. Dalia suggests that language concerning this timeline to provide documentation or a response should be added to the form. John agreed that we should communicate this as much as possible.       5. Most council members suggest a month is the appropriate timeframe. However, if they are beyond the month, they would be approved on a case-by-case basis or under special circumstances.       6. The council suggests that the requests highlighted in purple be resubmitted for approval since there has been a complete turnover in S&L in order to get a new perspective on them since it has been so long | * III.A.1 * III.A.3 * III.A.14 * III.C.1 |
| 1. **Discussion Items** | 1. 2023-24 Update on Goals and Progress Report (Due June 26, 2024)    1. Added Equity Literacy Leadership Academy    2. Added non-credit newsletter and POD Connect Calendar to Goal #3    3. Added Triple R retreat/EMC into Goal #2    4. Added # Fostering a Culture of Belonging into Goal #2    5. Move SPOT recert from Goal #5 to Goal #2    6. Goal #3 – Added to the chat (<https://sway.cloud.microsoft/nkaEoyJGYSvxFyWH?ref=email&loc=play>)    7. Added presentation on Conference and Travel to Goal #3 2. PGI/PGH Recommendations (See D.1 for notes)    1. Newly added PGI/PGH requests sent via Smartsheet. Please review and submit your recommendations.    2. Update on recommended PGI/PGH recommendations.    3. 1 PGI/PGH recommendation pulled for discussion. 3. PD Plan (Lisa Rodriguez)    1. FPDC Professional Plan is up for review soon for reapproval. Lisa will send to the document to the group for feedback before the last meeting in June.    2. Once consensus is achieved, then Lisa can forward the professional development plan to PDC. 4. ACUE Coordinator Application Process and Recommendations    1. Lizbet shared that Barbra Masaki will no longer be the coordinator for ACUE. There will be an email sent out calling for facilitators for ACUE.    2. Carol asked if ACUE was part of the Title 5 grant, but Lisa explained that it is no longer but is using COVID funding now.    3. ACUE is a great program, but the district may view it as diminishing returns and may not deem it appropriate anymore.    4. Carol wants to institutionalize the program for first-year faculty second semester.    5. Chara suggests that we should add a 2nd-year new faculty seminar.       1. 1st year would be spent on welcoming faculty to Mt. SAC and how to survive probation.       2. End of first year and 2nd year of the seminar should focus on diversifying the curriculum, teaching practices, and equity using concepts from ACUE    6. Shiloh suggests that new faculty seminar should be for 3 years where in Year 1 you have the regular new faculty seminar and then Year 2 will have meetings once a month. Year 3 should be meeting once a semester to connect with colleagues and ask any faculty-related questions.    7. Lizbet recommends Allie Frickert to take over ACUE facilitation. 5. Flexible Calendar Committee Purpose and Function to be discussed during 4/25/24 meeting. 6. FPDC and S&L Collaboration (appointment) to be discussed during 4/25/24 meeting. | * II.A.2 * III.A.1 * III.A.8 * III.A14 |
| 1. **Informational Items** | 1. No Informational Items |  |

**Next meeting: Thursday, April 25, 2024**

Updated FPDC webpage: <https://www.mtsac.edu/governance/committees/fpdc/>