



Guam Community College
P.O. Box 23069, Barrigada, Guam 96921
www.guamcc.edu

Meeting Agenda

Committee Name		PDRC Committee
Meeting Location		Google Meet
Date		Friday, August 28, 2020
Time		2:00 p.m.
Meeting Facilitator		Zhaopei Teng
Meeting Attendees		
Today's Agenda		
No.	Topics	Action Points
1	Elect a secretary	Duties 1) Take minutes 2) Other duties stated in the By-laws
2	Internal Operating Procedures	1) Approve the updated IOP 2) Sign on the IOP
3	PDRC Bylaws	1) Approve the updated PDRC Bylaws
4	Application document	1) Approve the updated application document 2) Keep the amount \$5,250.00 for tuition, tuition assistance and travel?
5	Distance Education Certification Tonie: Survey: Therasa	1) Survey to get the number of faculty who plan to get the teaching certificates 2) 1. Professional 3) Distance 4) Survey soon
6	Trainings 1. Google training 2. Jonah: 3. Video 4. Google site 5. Course studio 6. Zoom training 7. Gradebook 8.	1) Plan Moodle training 2) Plan Google Meet and Google Classroom training (Veto) 3)
7	Magna Commons Subscription	1) Group subscription
8	Zoom subscription	1) Faculty request for Zoom subscription 2) GCC has G (Google) Suite

9	Mentorship Program Wilson	1) Get the names of new faculty from HR.
10	Survey	1) Review survey results from the previous AY 2) Conduct a survey in AY 20 -21
11	Recommendations	1) Review recommendations from Year End Report 2020
12	Open discussion	
13	Adjournment	

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Professional Development Review Committee

Online Meeting Minutes

Location: Google Meet

Date: Friday, August 28, 2020

Time: 2:00 p.m.

1. Call to Order

The first PDRC meeting was scheduled for 2:00 p.m., Friday, August 28, 2020 and was called to order at 2:10 p.m. by Chairperson Zhaopei Teng using Google Meeting link.

- a. Roll Call: Zhaopei Teng, Chairperson; Theresa Datuin, Chair-Elect; Jonah Concepcion, Past-Chairperson; Tonirose Concepcion, Member; Steve Lam, Member; Wilson Tam, Member

2. Election of Secretary

- a. The Committee discussed that the secretary position will be rotated amongst members.
 - 1) August 2020 - Theresa Datuin
 - 2) September 2020 - Theresa Datuin
 - 3) October 2020 - Jonah Concepcion
 - 4) November 2020 - Wilson Tam
 - 5) January 2021 - Steve Lam
 - 6) February 2021 - Tonirose Concepcion
 - 7) March 2021 - Zhaopei Teng
 - 8) April 2021 - Zhaopei Teng

Motion

It was moved by Tonirose Concepcion and seconded by Steve Lam that the secretary position and responsibility will be rotated, for every meeting, and shared amongst members during the academic year. None opposed, motion carried.

3. Internal Operating Procedures (IOP)

- a. The Committee reviewed and discussed the IOP. The Committee will meet, via online, with the AVP and the designee of Finance on September 11, 2020, to discuss topics such as electronic copies of the applications or hard copies of the applications.
- b. The committee also discussed PDRC meeting dates and application deadlines. The committee agreed to the following dates

- 1) Meeting dates
 1. August 28, 2020
 2. September 11, 2020
 3. October 30, 2020
 4. November 20, 2020
 5. January 22, 2021
 6. February 26, 2021
 7. March 26, 2021
 8. April 23, 2021
- 2) Application deadlines
 1. October 22, 2020
 2. November 12, 2020
 3. January 14, 2021
 4. February 18, 2021
 5. March 18, 2021
 6. April 15, 2021

Zhaopei will edit the IOP paragraph II-B based on the discussion and send it to the members. The members will review the IOP and vote for it. Then it will be signed by each member after it is approved. No motion was made for the IOP at the meeting.

4. PDRC Bylaws

- a. The Committee reviewed the Bylaws. There were minor revisions to the Bylaws.

Motion

It was moved by member Wilson Tam and seconded by Tonirose Concepcion that the Committee approve the Bylaws with corrections. None opposed, motion carried.

5. PDRC Application Document

- a. The Committee reviewed the PDRC Application document.

Motion

It was moved by member Wilson Tam and seconded by Theresa Datuin that the Committee approve the PDRC Application Document with corrections. None opposed, motion carried.

6. Deliverables

- a. The Committee discussed the deliverables per member for academic year 2020-2021.
 - 1) Tonirose Concepcion- Distance Education Certification
 - 2) Jonah Concepcion- Moodle/ Google Classroom Trainings
 - 3) Wilson Tam- Mentorship Program
 - 4) Steve Lam- Trainings in Course Studio, Gradekeeper, Zoom
 - 5) Theresa Datuin- Faculty Survey for professional development activities; create a website using Google Sites to store all PD activities.
 - 6) Zhaopei- Magna Common Subscriptions and Zoom Subscriptions

7. Adjournment

Motion

It was moved by member Jonah Concepcion and seconded by Theresa Datuin that the meeting of August 28, 2020 be adjourned. None opposed, motion carried.

There was no further discussion, the meeting of August 28, 2020 was adjourned at 4:50 p.m.

Submitted By:

Theresa Datuin

PDRC member

Secretary for August 28, 2020 Meeting.



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Date		Friday, September 11, 2020	
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Meeting Facilitator		Zhaopei Teng, Chair	
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	
1	Minutes on 08.28.20 Meeting	Approved by all the members	Minutes taken by Theresa Datuin, Chair-Elect
2.	PDRC fund	Zhaopei contacted Carol Guerrero The net amount: \$67,500 (FY2020) New funding for FY2021	
3	Zoom subscription	Zhaopei contacted Dr. Ray.	
4	Surveys 1. Distance education certification 2. Professional Development Activities Survey	1. Distance education certification: Survey sent. 2. Professional Development Activities Survey Survey sent Survey results?	Tonirose Concepcion Theresa Datuin & Steve Lam
5	Training schedule 1. Google Products Training 2. Moodle Training 3. Course Studio & Gradebook training	Training dates, time and details: 1. Google Products Training by Vito Calvo. 2. Moodle Training 3. Course Studio & Gradebook training	Vito Calvo Jonah Concepcion Steve Lam
6	Mentorship Program	Mentorship Program: Wilson Status: Ongoing	Wilson Tam
7	PDRC Application		

8	Magna Commons Subscription	Institutional subscription for Magna Commons: Zhaopei contacted Magna Price: \$1,299.00 <i>The Teaching Professor</i> for one-year	Zhaopei Teng
9	PDRC Documents	Zhaopei contacted HR	
10	New Business		
11	Adjournment		

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