Meeting Agenda

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Apr 22, 2022
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, RoseMarie Nanpei, Wilson Tam, Zhaopei Teng,

No.	Topics	Action Points
1	Approve minutes for ● February 18, 2022 ● March 18, 2022	Feb approved
	Possible meeting with Simone about Fiscal Budget 2022 Act: Activities done in prior year can not use current fiscal year funding. Updates from AVP and Simone/ Fred's response J. Tenorio Tuition Assistance ($2950) J Tenorio's Tuition assistance ($990) for QM disapproved by VPAF "	1. The applicant shall: a. Plan for professional development the academic year prior to the professional development activity. b. Submit PDRC application conditionally approved by the Dean for professional development activity that will occur the following academic year to include the subsequent Summer.

		c. Meet and satisfy all the requirements as defined in the PDRC procedures.
	Discuss and vote on applications received in March and April ● Minhee Ji (approved) ● Eric Ji Tuition Reimbursement (March 21 approved electronically) ● Pilar Pangelinan (Tabled) 　○ Needs dean's signature 　○ Needs approval from President for Off-island Travel. Check with Gov't Travel Policy ●	
	Updates for Peer Mentoring Activities- Wilson Tam	
	Discuss how to use remaining funds Initial balance: Remaining available funds: $30,000 Ideas? Go2Knowledge Single Sign On?	Todo Check email with Dr. Gina's response on incentives: Unfortunately, the funds cannot be used to purchase the items you've identified. I'm waiting on information regarding available masks. Once I receive the information, I will let you know where to get them. Innovative Educators: Professional Development Go2Knowledge
	End of the year report- draft: Due May 2, 2022	
	Discuss possible Changes in PDRC Application AY22-23	

	• MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion. • Incorporate mailing address and BOO number on application? • Update Flow Chart on IOP? • additional appendix Flow chart for general applications ToDo Check AVP Gina about working over summer (meeting after academic year ends) will volunteer work be honored? Can we take minutes? Will meeting be informal/formal?	Todo Check with Gina before mtg May 6, 2022 2:00 p.m. virtually
	Welcome new members? After April 30 Vote for positions for AY22-23 Chair-Elect Secretary	Tabled: Awaiting for outcome of election
	Privilege of the Floor (POTF) Thank you all for your support this past academic year! Zhaopei for being past-chair and organizing the PDRC workshop Marsha for being secretary Wilson for leading the peer-mentorship Trisha organizing the workshop Rose for being chair in AY22-23	
	Adjourn Upcoming Meetings August 2022	

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Meeting Agenda

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Mar 18, 2022
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, RoseMarie Nanpei, Wilson Tam, Zhaopei Teng,

No.	Topics	Action Points
1	Approve minutes for ● February 18, 2022	Tabled
2.	Discuss and vote on applications received for March -M. Schrage Tuition Assistance ($4655) - J. Tenorio Tuition Assistance ($4260) -J Tenorio's Tuition assistance ($990) for QM disapproved by VPAF "current funds cannot be used for prior year activities"	-Approved Schrage's -Union University Talk to Jonah, Report to Committee on Google Classroom -Talk to Jonah & Dr. Gina, AVP one year deadline Unclear verbiage "<u>within one year</u>"
3	Updates for Peer Mentoring Activities- Wilson Tam	Wilson: No changes in the mentoring program. However, I will send out an email reminder to mentors to submit their evaluation and artifact to me by the end the semester.
4.	Discuss how to use remaining funds Initial balance: $54675	Tabled

	Remaining available funds: $30,00 ± 5000 Ideas? Go2Knowledge Single Sign On?	
5	POTF	
6	Adjourn Upcoming Meetings Friday, April 22, 2022	
7	Tabled Items for April Meeting: Discuss possible Changes in PDRC Application AY22-23 ● MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion. ● Incorporate mailing address and BOO number on application? ● Update Flow Chart on IOP?	-additional appendix Flow chart for general applications

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Meeting Minutes

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Mar 18, 2022
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin (present)
Secretary:	Marsha Postrozny-Torres (present)
Meeting Attendees:	Trisha Blas, (on leave) RoseMarie Nanpei, (present) Wilson Tam, (present) Zhaopei Teng, (present)

No.	Topics	Action Points
1	Approve minutes for ● February 18, 2022	Minutes for the electronic meeting held during the week of 2/18 - 2/25/2022 was approved.
2.	Discuss and vote on applications received for March -M. Schrage Tuition Assistance ($4655) - J. Tenorio Tuition Assistance ($4260) -J Tenorio's Tuition assistance ($990) for QM disapproved by VPAF "current funds cannot be used for prior year activities"	Z. Teng, T. Datuin, and M. P-Torres discussed how to get feedback if a meeting is held electronically. Z. Teng suggested doing a shared Google Doc. so that all comments are in one place (each member will have one column). W. Tam shared that he was still concerned about how **T. Tenorio** is improving student learning outcomes. Not enough detail was given in the application for the Union Institute Dissertation. Members will approve with minor edits and suggest she add an example of how one of the main or detailed course SLOs were improved in EN111 or EN210. M.P-Torres made a motion to approve with minor edits (motion did not carry due to reimbursement/deadline issues). Instead of total $4,260 reimbursement, members unanimously agreed to reimburse only a total of $2,950 due to the one-year deadline passed in February, 2022.

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Date: 01/21/2015

		If it was submitted in December 2021 she would have met the deadline.M. P-Torres asked if PDRC is able to approve a waiver of one-year deadline. T. Datuin will get guidance from J. Conception (former Chair) as well as inquire from T. Tenorio why she did not apply within the year.
		W. Tam made a motion to approve M.Schrage's application and R. Nanpei seconded for $4,655 reimbursement for M. Schrage minus $595 which was already approved last meeting.
		T. Datuin reminded members that each faculty is allotted up to $5,250 per academic year.
		T. Datuin stated that **T. Tenorio's QM** application was approved by PDRC but the VP of Finance declined it due to the fact that they are '***unable to fund for prior year***'. W. Tam suggested speaking to Dr. Tudela regarding this issue since many other faculty were covered under the CARES act. M P-Torres questioned why she did not also fall under the CARES act. Z. Teng stated that T. Tenorio was the only one who paid for the QM online certificate herself.
		Members discussed the possibility of changing the verbiage in PDRC's IOP to specify one year to one-academic year. Example if you completed a course in July you can submit it in the new academic year.
3	Updates for Peer Mentoring Activities- Wilson Tam	W. Tam stated he will send out an email reminder to mentors to submit their peer-mentoring program evaluation and artifact by the end of the semester.
4.	Discuss how to use remaining funds Initial balance: $54675 Remaining available funds: $30,00 ± 5000	Tabled

	Ideas? Go2Knowledge Single Sign On?	
5	POTF	Tabled
6	Adjourn Upcoming Meetings Friday, April 22, 2022	Meeting was adjourned by T. Datuin at 3:30PM.
7	Tabled Items for April Meeting: Discuss possible Changes in PDRC Application AY22-23 ● MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion. ● Incorporate mailing address and BOO number on application? ● Update Flow Chart on IOP?	-additional appendix Flow chart for general applications

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Meeting Agenda	
Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Feb 18, 2022
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, RoseMarie Nanpei, Wilson Tam, Zhaopei Teng,

No.	Topics	Action Points
1	Approve minutes for ● January 21, 2022	
2.	Discuss and vote on applications received for February:	
3	Updates for PDRC Workshop- Zhaopei Teng	
4.	Updates for Peer Mentoring Activities- Wilson Tam	
5	Discuss institutional membership for Go2Knowledge - Please see Dr. Gina's response via email. She would like to know the rationale for single sign on.	
6	Discuss purchasing incentive items - Datuin sent PDRC memo on Tuesday, Feb 15, 2022 . Currently waiting for Dr. Gina's response. - Dr. Gina did not approve funds for incentives. She however did take into consideration purchasing masks. Please see GCC	

	announcement on Feb 17, 2022- masks are available for faculty.	
7	Discuss possible Changes in PDRC Application AY22-23 ● MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion. ● Incorporate mailing address and BOO number on application? ● Update Flow Chart on IOP?	-additional appendix Flow chart for general applications
	POTF	
	Adjourn Upcoming Meetings Friday, March 18, 2022 Friday, April 22, 2022	

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PDRC Minutes 2/18-2/25/2022 **Electronic Meeting**	
Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Feb 18, 2022 (moved to electronic meeting 2/18-2/25/2022)
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin Chaired by R. Nanpei
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas RoseMarie Nanpei, Wilson Tam, Zhaopei Teng,

No.	Topics	Action Points
1	Approve minutes for • January 21, 2022	Due to not enough members for quorum (need four) on regularly scheduled meeting (2/18), members agreed to use an electronic meeting format for this month. R. Nanpei, Z. Teng, and M. P-Torres informally discussed items needed to review to carry out electronic meeting. Notes were compiled by M. P-Torres and disseminated to members with tasks to continue discussions electronically via email and PDRC's Google Classroom website. W. Tam made a motion to approve minutes from 1/21/22 and R. Nanpei seconded. All approved. On 2/25 at 2:30PM T. Datuin, R. Nanpei, Z. Teng, and M. P-Torres met to discuss **T. Tenorio's** application to clarify comments made electronically. T. Datuin wanted to clarify that for her doctorate classes, $2,950 only will be reimbursed.
2.	Discuss and vote on applications received for February:	R. Nanpei and M. P-Torres were concerned that V. Schrage and T. Tenorio amounts requested do not match everything on

their receipt. Members discussed that the reason may be that their maximum was reached.

Members discussed the maximum per individual per academic year is $5,250 for tuition and travel. Questions were asked about if this amount includes paying for fees, books, and other charges (non-tuition) required for the course/workshop.

W. Tam made a motion to approve **the two applications for tuition assistance submitted by T. Datuin. T. Blas** seconded. Discussion ensued regarding the question that out of the five courses for Western University, two will not be completed until June 2022. The IOP states that reimbursement will be given to applicants only after satisfactory completion of the course (s). R. Nanpei stated that according to IOP "*Only courses completed within one year prior to application will be considered for reimbursement*. Attach necessary documents such as transcripts and receipts. Official transcripts are required for proof of completion. Unofficial transcripts for GCC courses will be accepted. A maximum tuition reimbursement of $5,250.00 per applicant for each fiscal year is set. *Tuition assistance can be granted for courses that will be completed the current and following academic year.* Applicants seeking tuition assistance must sign the Agreement for Tuition Assistance and submit transcript/grade report within 30 days to PDRC. R. Nanpei suggested one of two options: Change the application to reflect the three classes completed or re-submit the application for the five classes once the other two are completed. M. P-Torres questioned members if they think it would be easier for the committee if we state (i.e. IOPs and/or application) that only one box can be checked per application as tuition assistance and tuition reimbursement are the first two checkboxes listed?

R. Nanpei will email T. Datuin and inform her that PDRC will cover the three classes already completed, but will not cover the two that she is still working on.

 (Note: Due to COI, Chair did not vote or partake in discussions).

T. Blas made a motion to approve **V. Schrage's application for tuition assistance.** W. Tam seconded with the differences in amount if requested by the applicant. T. Blas approved, T. Datuin seconded. Members approved reimbursement of $595

for completion of Moodle Certification Program from June 14 to July 14, 2021. (Note: She can request tuition reimbursement up to $4655.) T. Datuin spoke to applicant who agreed to revise the application adding $83.19 fee.

M. P-Torres questioned dates on **T. Tenorio's** application. According to T. Blas, *only courses completed within one year prior to application will be considered for reimbursement*. If her first course was completed in December 2020, it's passed the deadline. The second course is okay. W. Tam also would like to see more emphasis put on her answers to question B. T. Datuin, R. Nanpei, Z. Teng, and M. P-Torres agreed and M. P-Torres suggested she add a couple specific SLOs.

M. P-Torres and T. Blas approved application for tuition for applicant's Online Certificate Quality Matters. More discussion is needed to determine if the committee will accept the application for courses taken at Union Institute and University due to deadline issues. T. Blas reviewed PDRC's IOP, and from her understanding of it, stated that the most recent class completed that can be reimbursed at the time of application is February 2021. Tico's first course missed it by a couple of months.

*Table

- Tico Tenorio's PDRC tuition reimbursement application for PhD classes will be tabled until March meeting for further discussion
- Choose only 1 Category for PDRC application
- IOP _ courses completed within 1 year (academic or calendar)
  - Application date
  - Define academic year

T. Blas approved T. Tenorio's QM application and only tuition reimbursement for applicant's second PhD course only. T. Blas made a motion to approve Tenorio's tuition reimbursement application with minor edits after adding more emphasis to question B. (W. Tam)

3	Updates for PDRC Workshop- Zhaopei Teng	Zhaopei reported that there were only seven applicants for spring PDRC workshops. Members discussed an option to extend the deadline. T. Blas made motion to extend deadline for applications and M. P-Torres seconded. All members unanimously approved.
4.	Updates for Peer Mentoring Activities- Wilson Tam	No changes in the Peer-Mentoring Activities.
5	Discuss institutional membership for Go2Knowledge - Please see Dr. Gina's response via email. She would like to know the rationale for single sign on.	R. Nanpei discussed that the cost for single sign-on might not be worth it because the Dean said PDRC would not have sufficient funds.
6	Discuss purchasing incentive items - Datuin sent PDRC memo on Tuesday, Feb 15, 2022. Currently waiting for Dr. Gina's response. - Dr. Gina did not approve funds for incentives. She however did take into consideration purchasing masks. Please see GCC announcement on Feb 17, 2022- masks are available for faculty.	R. Nanpei reported that T. Datuin sent a memo to Dean on Tuesday and is awaiting reply. Most items will not be approved with the exception of masks.

7	Discuss possible Changes in PDRC Application AY22-23 • MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion. • Incorporate mailing address and BOO number on application? • Update Flow Chart on IOP?	-additional appendix Flow chart for general applications M. P-Torres discussed updating PDRC applications by having a box/question asking if the applicant was approved for an amount during the same academic year and if so applicants should specify the amount. In addition to this, Z. Teng suggested PDRC keep a tally on a spreadsheet to cross check. PDRC's application under tuition assistance requests for verification, course details, credits offered, etc. R. Nanpei suggested adding evidence of successful completion of the course/workshop. Z. Teng stated that applicants should also attach a transcript as a separate document if applicable. T. Blas made a motion to table the updates recommended for the IOP flow chart until April's meeting to allow new members to participate. M. P-Torres seconded.
	POTF	Members discussed who were continuing next academic year which will be R. Nanpei, M. P-Torres, T. Datuin, and W. Tam.
	Adjourn Upcoming Meetings Friday, March 18, 2022 Friday, April 22, 2022	Electronic meeting ended on 2/25/2022

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Meeting Agenda	

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Jan 21, 2022
Time:	10:00 a.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, RoseMarie Nanpei, Wilson Tam, Zhaopei Teng,

No.	Topics	Action Points
1	Approve minutes for ● October 15, 2021 ● November 19, 2022	
2.	Discuss Mentoring Activities- Wilson Tam	
3	Discuss and vote on applications received on Friday, Jan 14, 2022 - No applications were received	
4	Discuss purchasing institutional membership for Go2Knowledge or Magna Commons A) Innovative Educators Item: Go2Knowledge: Total Cost: $7995 Institutional Membership $4995 Single Sign-On: $3000	

	B) Magna Commons Item: Institutional Membership: $2,247.00/12 Months Email correspondence	
5	Discuss purchasing incentive items for those who participated in the Mentoring Program ● Updated Price Quotes ● (Will post on Google Classroom)	
6	Spring 2022 PDRC Workshops- Zhaopei	*announcement mention incentives for the department with the most attendance in the PDRC workshop *PDRC for secondary can be in March * PDRC date is March 4 Call out for presenters ● Send announcement & Presenter Form to Zhaopei ● - Presenter choices to live, record, or both ● March 4, 2022 ● Create another Google Classroom for general faculty to monitor their professional development
7	Discuss possible Changes in PDRC Application AY22-23 ● MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion. ● Incorporate mailing address and BOO number on application? ● Update Flow Chart on IOP?	-additional appendix Flow chart for general applications
8	MidTerm Report to AVP due February 1, 2022	

9	POTF	
	Adjourn Upcoming Meetings Friday, February 18, 2022 Friday, March 18, 2022 Friday, April 22, 2022	

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PDRC Meeting Minutes	
Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, Jan 21, 2022
Time:	
Meeting Facilitator:	Theresa Datuin
Secretary:	
Meeting Attendees:	Trisha Blas (Absent on 1/21/22) Marsha Postrozny-Torres RoseMarie Nanpei, Wilson Tam, Zhaopei Teng,

No.	Topics	Action Points
1	Approve minutes for ● October 15, 2021 ● November 19, 2022	Meeting was called to order by chair T. Datuin at 10:05AM. R. Nanpei made a motion to approve minutes from 10/15/21 and M. Postrozny-Torres seconded it. All were in favor (no changes) and motion carried. T. Datuin explained how to navigate to find previous minutes (all stored in category on Google Classroom). W. Tam made a motion to approve minutes from 11/19/21 electronic meeting and R. Nanpei seconded it. Motion carried (no changes needed).
2.	Discuss Mentoring Activities for Fall 2021 & PDRC Mentoring Program Issues with S. Bollinger- Wilson Tam	W. Tam emailed a draft letter for review to PDRC members clarifying the process of PDRC's mentorship program. Edited based on feedback from M. Postrozny-Torres. The letter is addressed to all the Department Chairs. Letter will be sent to S. Bollinger for dissemination.

		W. Tam there is another mentee who recently requested mentorship. This is an adjunct faculty who was paired with Jose Munoz. T. Datuin inquired if there was any feedback yet from the mentees/mentors. W. Tam said he expects feedback near the end of the academic year. W. Tam will share the exact numbers of mentees/mentors at PDRC's next meeting.
3	Discuss and vote on applications received on Friday, Jan 21, 2022	NA
4	Discuss purchasing institutional membership for Go2Knowledge or Magna Commons A) Innovative Educators Item: Go2Knowledge: Total Cost: $7495 Institutional Membership $4995 Single Sign-On: $2500 Magna Commons ($2,247.00/12 Months)	T. Datuin asked to revisit the Magna Commons subscription, comparing it to Go2Knowledge. She stated she prefers the Go2Knowledge because the topics seem more diverse. Members checked specific features offered on websites: (Magna Commons) https://www.magnapubs.com/product/digital-library/magna-commons/ and Go2Knowledge is Go2Knowledge: https://www.innovativeeducators.org/pages/go2knowledge-pricing-guide Current budget shows 46k that is not committed to anything yet which can be used for subscriptions. R. Nanpei also prefers Go2Knowledge due to the magnitude and diversity of topics. W. Tam stressed Go2k. seems to have more choices. M. Postrozny-Torres made a motion for PDRC to make an institutional subscription for Go2Knowledge based on this feedback. W. Tam seconded and motion carried.

5	Discuss purchasing incentive items for those who participated in the Mentoring Program ● Updated Price Quotes ● (Will post on Google Classroom)	T. Datuin stated she disseminated price quotes of the list of material/supplies PDRC is looking at using for incentives under the mentorship program. She noted that several prices increased. A cost breakdown was reviewed for several items (ipads, laser pointers, external harddrives, clorox wipes, etc.). Members discussed if items would be given to both mentees/mentors. Also discussed preferences for USBs, external drives, and prices. W. Tam and Z. Teng had the opinion that the ipads were too costly and suggested removing them from the list. W. Tam requested to add hand-held temperature checkers for mentor and mentee. He shared a 1TByte he received from the English Dept. cost $89. Members agreed to take ipads out so total cost on PDRC mentorship incentive items was decreased to $4,600. W. Tam said currently there are 22 mentees but some mentors are mentoring more than one mentee. All together there are about 40 but one mentor is not officially paired by PDRC. Items added to the list were markers, pens, spray guns and masks. A discussion ensued to expand who incentives can be given to. M. Postrozny-Torres suggested using some of the items to increase participation in professional development (i.e. raffling to attendees, giving to applicants). Z. Teng suggested storing items in C-2.
6	Discuss possible Changes in PDRC Application AY22-23 ● MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion.	All the published documents can be found on the bottom of PDRC's Google Classroom website. There's a disconnection from the President's office to PDRC/MMO. MMO has to wait for PDRC to physically scan the document. The Chair suggests that it would be more efficient for the admin. aide from either office to scan it.

	● Incorporate mailing address and BOO number on application? ● Update Flow Chart on IOP?	If the chair of PDRC is not informed the process slows. Members reviewed flow chart. Chair asked for members to review mid-term report (draft posted on Google Classroom).
7	POTF	T. Datuin asked if there was any specific feedback from members who attended PDRC workshops. Nobody received any feedback yet. An idea the chair shared was to spread it out and offer, for example, two sessions each month. Have presenters record themselves and some can attend asynchronously. M. Postrozny-Torres said we should still try to encourage live participation as well. Z. Teng asked which days should be designated - perhaps Fridays. Members discussed several sessions should be offered before evaluation dates which begin as early as March. T. Blas chaired fall workshop; Z. Teng is chairing spring. PDRC workshops for secondary faculty can occur later. Call out for presenters (workshop date is March 4th) Create another Google Classroom for faculty to monitor their prof. dev. (Z. Teng) The Chair mentioned this will help with the mid-term reports 10/1 and 2/1. Presenters will have the choice to record or present live or both. T. Datuin suggested asking the assessment committee and CRC to offer workshops before the next deadline.
	Adjourn Upcoming Meetings Friday, February 18, 2021 Friday, March 18, 2021 Friday, April 22, 2021	Meeting was adjourned by the Chair at 11:30AM. Next mtgs Feb. 18th and March 18th.

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Meeting Agenda

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, November 19, 2021
Time:	10:00 a.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	
Meeting Attendees:	Trisha Blas, Marsha Postrozny-Torres RoseMarie Nanpei, Wilson Tam, Zhaopei Teng, Simone Bollinger (DC English Department)

No.	Topics	Action Points
1	Approve minutes for October 15, 2021	
2.	Discuss Mentoring Activities for Fall 2021 & PDRC Mentoring Program Issues with S. Bollinger- Wilson Tam	
3	Discuss and vote on applications received on Friday, Nov 12, 2021	
4	Discuss PDRC Survey to Faculty- Zhaopei Teng Discuss purchasing institutional membership for Go2Knowledge or others as a result from the survey?	
5	Discuss purchasing incentive items for those who participated in the Mentoring Program	
6	Discuss possible Changes in PDRC Application AY22-23 ● MMO requires the submission of transcripts or any related document from the applicant, showing grades and date of completion.	

	• Incorporate mailing address and BOO number on application? • Update Flow Chart on IOP?	
7	POTF	
	Adjourn Upcoming Meetings Friday, January 21, 2022 Friday, February 18, 2022 Friday, March 18, 2022 April 22, 2022	

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Meeting Agenda

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, October 15, 2021
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, RoseMarie Nanpei, Zhaopei Teng, Wilson Tam

No.	Topics	Action Points
1	Approve minutes for September 10, 2021	
2	Discuss and vote on applications received on Friday, Oct 8, 2021	
3	Discuss PDRC Survey to Faculty- Zhaopei Teng Discuss purchasing institutional membership for Go2Knowledge or others as a result from the survey?	Tabled
4.	Discuss Mentoring Activities for Fall 2021- Wilson Tam	
5.	Discuss Fall 2021 PDRC Workshop -Trisha Blas Tentative Date: November 15, 2021	
6..	POTF	
7.	Adjourn Next two meetings: Friday, November 19, 2021 Friday, January 21, 2021	

Meeting Minutes

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, October 15, 2021
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Members present included: Theresa Datuin, RoseMarie Nanpei, Marsha Postrozny-Torres, Wilson Tam

No.	Topics	Action Points
1	Approve minutes for September 10, 2021	T. Datuin called meeting to order at 2:09PM. Minutes from 9.10.21 were approved. W. Tam made a motion to approve, R. Nanpei seconded motion. M. Postrozny-Torres inquired if applicants names should be included in minutes and members agreed.
2	Discuss and vote on applications received on Friday, Oct 8, 2021	Although T. Blas was unable to attend, she approved the applicant, **S. Bollinger**'s application for tuition assistance. M. Postrozny-Torres suggested that specific courses be listed on the first page under Proposed Professional Development Activity instead of the master's program which can be mentioned on p.2 instead. W. Tam agreed. Other questions brought up by members included how were all three courses tied to the responses in p. 2, part A and B. The applicant tied it to the degree in general (i.e. master's certificate) instead of the specific courses. T. Datuin will ask applicant to add

		one or more sentences that address the three courses in this section.
		R. Nanpei recommended that it would be helpful to see which courses were already completed on p.5.
		A concern about the application fee was brought up. The applicant will be asked to include this on the cover by checking both tuition and 'Other' adding 'application fee'.
		M. Postrozny-Torres made a motion to approve with minor changes, W. Tam seconded motion. All agreed.
3	Discuss PDRC Survey to Faculty- Zhaopei Teng Discuss purchasing institutional membership for Go2Knowledge or others as a result from the survey?	Only 20 people responded to the PDRC survey. T. Datuin made a motion to table, R. Nanpei seconded motion to table and all agreed.
4.	Discuss Mentoring Activities for Fall 2021- Wilson Tam	W. Tam reported that there are currently about 38 people who are participating in the program. This is more than last year. W. Tam discussed a problem that occurred with one seasoned faculty member who wanted to be an individual's mentor but did not inform PDRC by the deadline. This same issue happened with the same faculty last year. W. Tam explained to this individual that it is a first-come-first-serve. If someone asks for a specific mentee W. Tam will honor that request. The faculty argued that he/she is more qualified. W. Tam explained that it does not matter on who is more qualified, it depends on who requested first. The latter did not meet the deadline that was posted on MyGCC. R. Nanpei stated that both mentor and mentee must be in agreement that they will work together.

		W. Tam suggested that at the next meeting (11/19/21) Dept. Chairs to get feedback on any suggestions they have for PDRC's mentorship program.
5.	Discuss Fall 2021 PDRC Workshop -Trisha Blas Tentative Date: November 15, 2021	Tabled
6..	POTF	T. Datuin announced that members should encourage faculty to apply. PDRC only received two applicants so far.
7.	Adjourn Next two meetings: Friday, November 19, 2021 Friday, January 21, 2021	Meeting was adjourned by T. Datuin at 3:05PM

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Meeting Agenda

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, September 10, 2021
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, RoseMarie Nanpei, Zhaopei Teng, Wilson Tam

No.	Topics	Action Points
1	Approve minutes for August 27, 2021	

2	Discuss and vote on applications received on Friday, Sep 3, 2021
	
	Question(s)
	  1) Permission to send applications for review outside business hours?
	  2) Discuss and review applications on meeting dates or within a week of receipt?	

3	Discuss PDRC Survey to Faculty- Zhaopei Teng * Go2Knowledge (on-demand prof dev)?	
4.	Discuss Mentoring Activities for Fall 2021- Wilson Tam	
5.	Discuss Fall 2021 PDRC Workshop tentative dates? -Trisha Blas	
6.	Replace Non-PDRC 2019 memorandum with updated Non-PDRC 2021 memorandum	
7.	POTF	
8.	Adjourn	

Next two meetings: Friday, Oct 15, 2021 Friday, November 19, 2021	

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Draft Meeting Minutes

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, September 10, 2021
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Trisha Blas, Theresa Datuin, Rose Nanpei, Marsha Postrozny-Torres, Zhaopei Teng, Wilson Tam

No.	Topics	Action Points
1	Approve minutes for August 27, 2021	Meeting called to order by T. Datuin at 2:15PM. T. Blas motioned to approve the minutes from 8/27/21 and Z. Teng seconded the motion. All approved.
2	Discuss and vote on applications received on Friday, Sep 3, 2021 Question(s) 1) Permission to send applications for review outside business hours? 2) Discuss and review applications on meeting dates or within a week of receipt?	Only one application was received, **Heesuk Lee (Rachel)**. Question if she needs to fill out clearance form. Z. Teng and W. Tam respond yes. T. Blas asked who checks up on the clearance. Z. Teng stated that accounting will check if there is an issue. There is a payback policy. T.Blas made a motion to approve. Z. Teng second. All were in favor and the application was approved. T. Datuin asked members if they wanted to stick with the deadlines or accept at any time (after the last established meeting date). T. Datuin and Z. Teng discussed benefits for accepting/reviewing as applications are received. T. Blas stated she is open to both and maybe if there are issues with any applications wait until meeting to discuss. R. Nanpei liked the idea and stated that it will be more streamlined. M.

		Postrozny-Torres asked if this flexibility means that the committee will accept and review over the summer. T. Datuin confirmed. R. Nanpei brought up the concern that not everyone is available in the summer. Z. Teng stated that PDRC did not receive anything last summer (only emails regarding QM).
		T. Datuin suggested we vote for new officers/Chair-elect before summer.
		Members discussed terms (Z. Teng and T. Blas) end in May 2022.
		Applications will be emailed to members by T. Datuin
3	Discuss PDRC Survey to Faculty- Zhaopei Teng * Go2Knowledge (on-demand prof dev)?	Survey went out to faculty on 9/10/21.
4.	Discuss Mentoring Activities for Fall 2021- Wilson Tam	W. Tam posted the announcement on 9/9/21 for Peer Mentors. Six faculty have expressed interest. W. Tam reported that V. Schrage picked up four mentors. W. Tam, P. Pangelinan, C. LG all chose one mentee. Anyone from technology dept? - Z. Teng W. Tam said there wasn't anyone from their dept. yet. R. Nanpei asked if she could continue mentoring the same person. W. Tam responded yes and can continue mentoring the same person from the previous year. W. Tam stated that last year he added peer mentoring outcomes (like an SLO). He added one more item Moodle support to the guidelines.
5.	Discuss Fall 2021 PDRC Workshop tentative dates? -Trisha Blas	T. Blas said she is waiting on results of the survey before establishing any tentative dates. T. Blas asked if there was a list of duties/checklist for workshops. T. Datuin

| | | encouraged Blas to choose a tentative date for now.

Z. Teng said it was on a Friday last semester in the afternoon and all synchronous/online.

T. Datuin suggested focusing on sign-ins, evaluations, and announcements to go out. Check August 2021 in Google Classroom and will email a copy of the 'exit ticket'. |
|---|---|---|
| 6. | Replace Non-PDRC 2019 memorandum with updated Non-PDRC 2021 memorandum | T. Datuin asked committee to approve the update of MyGCC Employee Services Non-PDRC form needs to be updated to Non-PDRC 2022 form (see screenshot below). T. Blas made motion to approve, R. Nanpei second and all approved. |
| 7. | POTF | Trisha chair of CRC. Must be submitted via Google Forms….suggest using templates.

T. Datuin asked if members can take turns going to the monthly union meetings to report. Discussion on this was tabled. Today's union meeting chair will send link to do survey and peer mentorship

Next meeting Fri. 10/15/21.

Discussion to recommend that the Chair of PDRC get two releases or for non-instructional get compensated double. |
| 8. | Adjourn

Next two meetings: Friday, Oct 15, 2021 Friday, November 19, 2021 | Minutes prepared by M. Postrozny-Torres.

Meeting adjourned by T. Datuin at 2:55PM. |
| | | |

GUAM COMMUNITY COLLEGE
Professional Development Activity Record
(Non-PDRC Funding)

MEMORANDUM

DATE:

TO: Mary A.Y. Okada, Ed.D, President

VIA: Virginia Tudela, Ph.D, AVP

FROM: Theresa Datuin, PDRC Chairperson 2021-2022

RE: Professional Development Activity

Dear President Okada,

Please note that this activity has been recorded by PDRC.

Faculty Name:
Division/Dep:
Activity:
Time Frame:
Location:
Amount:
Funding Source:

Respectfully submitted,

_____   _____
Faculty Print and Signature   Date

Meeting Agenda

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, August 27, 2021
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Dr. Okada, Dr. Tudela, Trisha Blas, RoseMarie Nanpei, Zhaopei Teng, Wilson Tam

No.	Topics	Action Points
1	Meeting with Dr.Okada, GCC President & Dr. Tudela, GCC AVP	
2	Approve minutes for August 20, 2021	
3	Discuss and adopt the following documents for AY21-22: a) PDRC Application b) PDRC Internal Operation Procedures c) PDRC Bylaws ● Vote Sept 3 Signed and Published Sept 8 Documents need to be signed by members and published on MyGCC Banner by September 8, 2021	
4.	MidTerm report due on Sept 1, 2021	
5.	Discuss the renewal of QM Institutional Membership	
6.	Discuss PDRC Survey to Faculty- Zhaopei Teng	
7.	Discuss Fall 2021 PDRC Workshop tentative dates? -Trisha Blas	

8.	Discuss Mentoring Activities for Fall 2021- Wilson Tam	
9.	Adjourn Next two meetings: Friday, September 17, 2021 Friday, October 15, 2021	

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PDRC Minutes

Committee Name	PDRC Committee
Meeting Location :	Google Meet
Date:	Friday, August 27, 2021
Time:	2:00 p.m.
Meeting Facilitator:	Theresa Datuin
Secretary:	Marsha Postrozny-Torres
Meeting Attendees: (All Present)	Dr. Okada, Dr. Tudela, Trisha Blas, RoseMarie Nanpei, Zhaopei Teng, Wilson Tam, Therese Datuin, Marsha Postrozny-Torres

No.	Topics	Action Points
1	Meeting with Dr.Okada, GCC President & Dr. Tudela, GCC AVP	Meeting was called to order at 2:05PM T. Datuin announced laptops available/contact GCC Bookstore. T. Datuin inquired if there are any goals/tasks Dr. Okada would like the committee to accomplish this year. M. Okada checked the account and noted the budget's current balance is $38,698.19 (Fed. funds paid for most including QM) but current budget cannot be used anymore as FY21 was closed. New funds will be added based on the NAF budget this October for FY22. T. Datuin questioned - Does GCC need to be a member in order for faculty to attend a conference? M. Okada responded that for travel, the College must be a member but now that many conferences are virtual, the requirement doesn't apply for virtual conferences/workshops. Faculty must follow the regular requisitioning process (and before conference/workshop begins). For off-island we still won't know until the budget is passed at the end of this month. M. Okada stated staff follow different procedures - cost is deferred to GCC. She recalled a conversation with Carmen and she said the requirement for prepayment for

tuition is in By-Laws or Guidelines. If it needs to be prepaid, it's paid directly to the educational institution.

Z. Teng stated that last year PDRC/fed funds were used to pay ahead directly to the institutions for the majority of faculty who received certificates. This is one reason why in our application we are going to change it to Tuition Reimbursement OR Tuition Assistance.

T. Blas asked if faculty must have membership in the conference? G. Tudela said only if it is off-island.

G. Tudela: There are a total of 34 faculty who have DE certification. In addition there are 3 faculty with MarylandOnline.org, 1 at Western Governors University….the rest are Quality Matters (QM) and the Online Learning Consortium (OLC) (Jonah, Theresa, Zhaopei, Marsha). Z. Teng stated 23 faculty went through QM.

T. Datuin mentioned PDRC will start recruiting for more faculty to get DE and inform them of funding when available.

T. Datuin asked M. Okada if organization cost is high (i.e. Magna Commons) would she consider faculty to do that kind of professional development in order to give them additional options? M. Okada said yes if PDRC approves and if there is an institutional membership.

M. Postrozny-Torres asked if a faculty member could chose to pay for individual membership to attend off -island. M.Okada said it depends on budget and law. If allowed, GCC would be paying a non-member fee. T. Blas stated she has lifetime membership for a math association and asked if something like this would be an exception. M. Okada stated that exemptions are federally funded, if they promote tourism, law enforcement, medical professionals, court, residential treatment, and travel to attend national conferences in which the entity is an official member and as approved by the governing board or director. If a faculty were to participate in FY22 and there are federal funds we can use for that training/ that may be an option. The institution can only pay for institutional membership and not individuals.

T. Datuin inquired if there are any other guidelines for the PDRC to be aware of after which M. Okada replied to

		check the 'Institutional Priorities' and connection to the ISMP. ***Any faculty who take QM during FY22 PDRC does not need to pay as federal money will be used for it.***
		CTE Methods I and II will be provided via federal funds and will be open to FT and adjuncts free of charge.
		T. Datuin asked if there will be funding for tutors on campus. M. Okada Yes, we do and have a ***new grant to hire 46 students to assist children in K-12 ($1.2 million). There will also be training associated with it.***
		Z.Teng asked what about other workshops
		T. Blas asked would fed funds cover certification for Google Suite? M. Okada stated it may if it is related to the pandemic and other requirements.
2	Approve minutes for August 20, 2021	Zhaopei made a motion to approve minutes, Wilson second.

3	Discuss and adopt the following documents for AY21-22:
	  a) PDRC Application
	  b) PDRC Internal Operation Procedures
	  c) PDRC Bylaws
	
	Documents need to be signed by members and published on MyGCC Banner by August 31.
		a) Z. Teng asked members their thoughts about deleting the 'mini grant' option on the application and perhaps just put 'other'.
		
		T. Blas said we cannot have 'conference reimbursement' so should also be deleted.
		
		b) T. Blas tabled to allow time to review IOPs and Bylaws
		
		T. Datuin asked how to make the process more streamlined. Should application be emailed directly to group's email: pdrc_ay21-22@guamcc.edu
		
		Changed 3 to 5 days for PDRC to notify applicant of approval or not. T. Datuin asked members if there should be a flow chart added for process.
		
		T. Datuin requested a review and electronic vote on by-laws and IOPs review by Aug. 30th to be published (including committee signature) on Aug. 31st. All edits must be in by 8AM, clean copy with all edits distributed to members by 10AM on Aug. 30th with all voting done by 5PM.
		
		T. Blas urged the Chair to check contract on dates.

4.	MidTerm report due on Sept 1, 2021	T. Blas *checked the contract which stated the End of Year Report is due 8/31 and Midterm Reports due Sept. 1st and Feb. 1st*. T. Datuin will have the End of Year Report drafted by Monday.
5.	Discuss the renewal of QM Institutional Membership	T. Datuin questioned process on QM renewal. T. Blas and Z. Teng said PDRC already approved renewal last year. T. Datuin shared information that QM sent invoice from F. Tupaz. Z.Teng said this faculty member chose to pay on his own. Faculty needs to submit his certificate of completion and then GCC will pay. Ask faculty to email PDRC certificates then forward to Patty along with the invoice. All current members agreed to renew QM.
6.	Discuss PDRC Survey to Faculty- Zhaopei Teng	T. Datuin shared survey and Z. Teng will send out to members before finalized. Z. Teng will accept requests for editing by Sept. 8th which is when the survey will also go out on Sept. 8th. M. Postrozny-Torres suggested all go out in one announcement: survey, application, and PDRC meeting dates. W. Tam will draft a letter for Peer Mentorship and send that as an announcement separately.
7.	Discuss Fall 2021 PDRC Workshop tentative dates? -Trisha Blas	Tabled
8.	Discuss Mentoring Activities for Fall 2021- Wilson Tam	Z. Teng met with J. Conception who requested that we add Moodle Partners to the Peer Mentorship program. M.Postrozny-Torres added that faculty who would like mentoring in a specific online or computer app also participate. W. Tam will draft a letter and share with members.
		POF: R. Nanpei asked, if we post an announcement on MyGCC do all the forms also need to be posted on the Worklife or Employee Services tab? T.Datuin said yes these documents will have to be posted on MyGCC.

9.	Adjourn	Meeting was adjourned by T. Datuin at 3:40PM.
	Next two meetings: Friday, September 17, 2021 Friday, October 15, 2021	Minutes prepared by M. Postrozny-Torres

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