



AY 2022-2023 Professional Development Resource Committee

MEETING #8 AGENDA_April 21, 2023		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 4/21/2023	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order	
II.	Approval of Minutes for March 17, 2023	
III.	Application Update as of 4/14/23 submission deadline	
IV.	Institutional Memberships Go2Knowledge Updates/Discussion	Go2Knowledge single sign-on set-up updates (J. Concepcion)
V.	Spring 2023 Faculty PD	After action report (J. Concepcion)
VI.	Mentorship	W. Tam
VII.	End of the Year Report	Group work

VIII.	Privilege of the Floor (POTF)	
IX.	Adjourn	
	Next Meeting Date	
	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Committee

MEETING #7 _AGENDA_ March 17, 2023		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 3/17/2023	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order	
II.	Approval of Minutes for February 17, 2023	
III.	Application Update as of 3/10/23 submission deadline	
IV.	Institutional Memberships Go2Knowledge Updates/Discussion	Go2Knowledge single sign-on set-up updates (J. Concepcion) *vote to open go2knowledge to all faculty prior to single sign on
V.	Spring 2023 Faculty PD	After action report (J. Concepcion)
VI.	Privilege of the Floor (POTF)	
VII.	Adjourn	

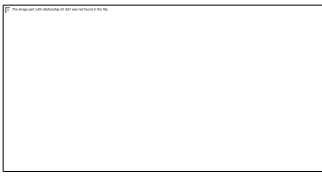
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VIII.	Next Meeting Date	
IX.	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Committee

MEETING #5 _AGENDA_ February 17, 2023		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 2/17/2023	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam Guests: Advancement-in-Rank Committee (AIR) Dr. Sunga	
No.	Topics	Action Points
I.	Call to Order, Welcome	
II.	AIR Collaboration: Pilot Mentoring Program (D. Cruz)	
III.	Approval of Minutes for January 20, 2023	
IV.	Update on Midterm Report	Report submitted on February 1, 2023 to VPAA.
V.	Application Update as of 2/10/23 submission deadline	
VI.	Institutional Memberships Updates/Discussion	Go2Knowledge single sign-on set-up updates (J. Concepcion)
VII.	Planning for Spring 2023 Faculty PD	Lead – Jonah Date(s) – Tentative February 24, 2023

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	Privilege of the Floor (POTF)	
	Adjourn	
VIII.	Next Meeting Date	
IX.	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Committee

Minutes February 17, 2023		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 2/17/2023	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam Guests: Advancement-in-Rank Committee (AIR) J. Sunga, T. Blas, P. Terlaje, Z. Teng	
No.	Topics	Action Points
I.	Call to Order, Welcome	R. Nanpei and J. Concepcion called the meeting to order at 9:03AM and welcomed AIR members.
II.	AIR Collaboration: Pilot Mentoring Program (D. Cruz)	<p>R. Nanpei thanked AIR members for meeting with PDRC to discuss ways we can collaborate to improve mentorship.</p> <p>J. Concepcion stated it's a great opportunity to have collaboration between AIR and PDRC especially due to the upcoming focus the college has on mentorship. Areas of concern might be...how selection of mentors can be connected to those who are going up for promotion (example 1:1 or 1:2 mentor:mentee). J. Concepcion inquired about a good ratio and how the pilot program should run.</p> <p>P. Terlaje requested clarification or a direction to help plan since the new faculty-union agreement is not established yet.</p> <p>R. Nanpei stated conversations began with Dr. Sunga and PDRC with the PDRC committee being willing to collaborate with AIR in order to assist with mentorship. The purpose is how we can best collaborate. Next year the new contract will require more faculty professional development.</p>

PDRC would like to enhance GCC's mentorship program. Donna volunteered to take the lead in starting the pilot.

T. Blas clarified that AIR already has an established mentorship program; they are in process of gathering feedback for this academic year. She stated that AIR already has a list of qualified mentors for applicants in addition to mentors for the AIR committee.

D. Cruz said it may be difficult to move forward without input from AIR. She is pleased that AIR does have established requirements/guidelines. PDRC mentorship is different but collaboration might improve the overall GCC mentoring process. She thanked AIR for meeting together to discuss this.

T. Blas stated after the contract is ratified we should go through the contract in a united effort in order to move forward.

J. Concepcion inquired if T. Blas is suggesting that PDRC attend AIR meetings? T. Blas clarified that only for special meetings when they are discussing mentorship.

J. Sunga reiterated that he would like to work together to maximize mentorship but AIR has other duties and needs to make sure they adhere to the new contract.

J. Concepcion mentioned the mentors for AIR have a huge role and might be dissuaded by the amount of work. He suggested we might be able to work together to make the process easier such as video training.

T. Blas agreed with J. Concepcion but added that we need to understand the parameters in the new contract first and then perhaps look at video training. It would be beneficial to have one or two meetings to understand the new contract.

D. Cruz was concerned about the amount of rules-being so many that it discourages faculty from being mentors. She reminded members that PDRC had many discussions on incentives.

P. Terlaje said they brought up the idea of offering a stipend and believes this should be explored again. J. Concepcion replied that a stipend approach might work under the same conditions CRC uses. Perhaps that same incentive can be used for mentorship. Since we are proposing a pilot we can be flexible with the amount of hours to be compensated for.

T. Blas numerated the requests PDRC is asking for...

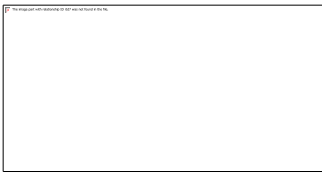
1. Mentor Qualifications
2. Possibility of Training Videos

		<p>3. Look at incentivization</p> <p>D. Cruz stated this is a work in progress and stated how different AIR's mentorship is compared to the rest of faculty mentorship. She thanked AIR members for their valuable input today. J. Sunga agreed that working together would be very valuable in order to provide as much support as possible for the mentees and mentors while maintaining integrity of AIR's process.</p> <p>R. Nanpei stated we are looking forward to building communication between the two committees and asked if AIR can meet again before the end of the semester. J. Sunga replied that we should wait until the contract is ratified (perhaps at the end of March).</p> <p>J. Concepcion said these are just ideas we presented today and PDRC (i.e. soon name will change to PDIC) next semester hopes to have a pool of mentors.</p> <p>At 9:38 AIR left the committee and PDRC continued discussion on incentivization ideas.</p>
III.	Approval of Minutes for January 20, 2023	T. Datuin made a motion to approve minutes, W. Tam seconded. All approved.
IV.	Update on Midterm Report	Report submitted on February 1, 2023 to VPAA and R. Nanpei indicated she did not receive feedback yet.
V.	Application Update as of 2/10/23 submission deadline	<p>As of 2/10 (cut-off date) E. Ji. was the only one to submit.</p> <p>W. Tam stated he has suggestions for section A (the paragraph doesn't really address the item. Perhaps he should mention the priority of his department and how taking these classes meet this priority...or of the College. On p.5 check marked 'other' but did not specify.</p> <p>R. Nanpei states he is asking for reimbursement because the applicant finished the class. R. Nanpei will clarify.</p> <p>The Statement of Individual Education Plan lists 11/2/2023 as a date but W. Tam asked for more clarification as to what happened on that date. R. Nanpei agreed this wasn't clear and will inquire with the applicant. T. Datuin thinks this might be the date when material is available. R. Nanpei verified that the transcript shows the course is complete and asked if there was any more feedback.</p>

		<p>D. Cruz made a motion to approve pending changes. M. P-Torres seconded. All approved.</p> <p>R. Nanpei stated that P. Pangelinan’s application is approved and is with the President and N. Cosico needs to show evidence of passing/certificate.</p> <p>R. Nanpei hopes S. Bollinger’s application will be approved soon since travel starts in March.</p>
VI.	Institutional Memberships Updates/Discussion	<p>J. Concepcion said Go2Knowledge single sign-on set-up updates (7k) are taking longer for MIS to set up. PDRC can decide how to approach single sign ons for adjunct (note there are 132 total faculty including adjuncts) which MIS needs to prepare.</p> <p>MIS stated the single sign-on might be ready in April 2023. J. Concepcion agreed with M. P-Torres for PDRC to still host/encourage participation in Go2Knowledge even if it’s after evaluation time. Members agreed.</p>
VII.	Planning for Spring 2023 Faculty PD	<p>Lead – Jonah</p> <p>Only one applied to present so far and J. Concepcion volunteered to do two sessions.</p> <p>Date(s) – Tentative date February 24, 2023 was changed to 3/3 from 3-5PM or based on when presenters are available (J. Concepcion will give an update).</p> <p>J. Concepcion spoke with M. Chan who mentioned he is already scheduling faculty evaluations starting the first week of March.</p> <p>T. Datuin thanked J. Concepcion for organizing spring training. She said Go2Knowledge had many free resources. She also suggested Emma (nurse) having guest speakers for STDs, HIVs, and Hepatitis and also invite Accommodative Services on ‘hidden disabilities’, TOGHE, and Christine Sison on SBG.</p> <p>T. Datuin said it may be a good opportunity for new faculty to attend.</p> <p>R. Nanpei suggested having Westcare present the services they provide.</p> <p>A suggestion to have Jason Solvila (new Instructional Designer) present perhaps next academic year.</p>
	Privilege of the Floor (POTF)	<p>T. Datuin asked about changes to the Professional Development Institutional Committee (PDIC).</p>

		<p>R. Nanpei said PDIC will primarily be in charge of mentorship and Professional Development days with two fewer members.</p> <p>Members discussed other people to invite to present at the next PD session such as HR on FERPA/gender identity pronouns or Faculty Senate on upcoming contract changes.</p>
	Adjourn	J. Concepcion made a motion to adjourn, D. Cruz seconded. Meeting was adjourned at 10:41AM.
VIII.	Next Meeting Date	3/17/2023
IX.	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2023 3/17/2023 4/21/2023	

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AY 2022-2023 Professional Development Resource Committee

MEETING #5 _AGENDA_ January 20, 2023		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oe	
Date:	Friday, 1/20/2023	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order, Welcome	
II.	Approval of Minutes for November 18, 2022	
III.	Application Update as of 1/13/23 submission deadline	
IV.	Institutional Memberships Updates/Discussion	1. Go2KNowledge
V.	Planning for Spring 2023 Faculty PD	Lead – Jonah Date(s) – Tentative February 24, 2023
VI.	Update on Peer Mentoring Activities for Spring 2023 (Wilson Tam & Donna Cruz)	1. AIR collaboration (D. Cruz) 2. AIR Letter (feedback)
VI.	Privilege of the Floor (POTF)	
VII.	Adjourn	

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VIII.	Next Meeting Date	
IX.	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Committee

PDRC Minutes_January 20, 2023

Committee Name	Professional Development Review Committee (PDRC)
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae
Date:	Friday, 1/20/2023
Time:	9:00 AM
Meeting Chair/Facilitator:	Rose Marie Nanpei
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Jonah Concepcion Donna Cruz RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam

No.	Topics	Action Points
I.	Call to Order, Welcome	Meeting called to order at 9AM by Chair, R. Nanpei.
II.	Approval of Minutes for November 18, 2022	D. Cruz made a motion to approve minutes from 11.18.2022. W. Tam seconded. All were in favor, motion carried.
III.	Application Update as of 1/13/23 submission deadline	One application was submitted by P. Pangelinan for training. M. Postrozny made a motion to approve. D. Cruz seconded and all were in favor. Motion carried.
IV.	Institutional Memberships Updates/Discussion	1. Go2KKnowledge R. Nanpei asked if there were any questions on Go2 Chair encouraged members to continue to seek those interested to seek online teaching certification via QM.
V.	Planning for Spring 2023 Faculty PD	Lead – Jonah Date(s) – February 24, 2023 with focus on Go2Knowledge 3-5PM J. Concepcion sought feedback from members before sending out surveys to faculty. Would like to get the Go2Knowledge up and running in order to offer this for

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		<p>training. His plan would include having computer labs available for example from 10-2:00 with a pair of PDRC members to monitor/assist with training. This will help establish membership and reinvigorate the process For this spring's brown bag session J. Concepcion shared the idea of encouraging faculty to participate in Go2Knowledge.</p> <p>R. Nanpei suggests as part of the PD would be to show faculty how to access, orient to the platform, learn about what it is, the various types of training topics, and those who are not tech savvy to feel more at ease.</p> <p>M. P-Torres stated she thinks faculty would like it especially if it caters to individual needs/interests.</p> <p>W. Tam would like to have PDRC do an orientation before lunch and then maybe after give recommendations for certain training sessions and have groups do sessions together.</p> <p>R. Nanpei mentioned that we should think of the secondary faculty's schedule and make sure we have sessions in the afternoon. Also there were a couple of individuals that did not have the opportunity to present a PDRC session last semester so members agreed having them do training for spring 2023 in addition to the Go2Knowledge training.</p> <p>M. P-Torres suggested we still host TOGHE and the others who did not have the opportunity to present on different days as to not distract from the goal of increasing membership/use in Go2Knowledge.</p> <p>Members had a discussion on whether or not to offer both traditional type sessions and the Go2Knowledge.</p> <p>D. Cruz stated she has so much training already she doesn't use it but agreed that if we are using funds for it we should encourage more faculty to use it.</p> <p>All members were in agreement to use the Spring 2023 brown bag session to promote Go2Knowledge.</p> <p>M. P-Torres asked how do we know if adjunct faculty have access with the single sign on? J. Concepcion stated that MIS will be able to determine if it works with Luminus.</p>
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		J. Concepcion inquired about getting headphones. W. Tam offered that PDRC can borrow headphones from Adult Ed if funding is not approved to purchase new ones.
VI.	Update on Peer Mentoring Activities for Spring 2023 (Wilson Tam & Donna Cruz)	<p>1. AIR collaboration (D. Cruz) R. Nanpei will invite Dr. Sunga for the 2/17 PDRC meeting to include in the discussions.</p> <p>D. Cruz stated she started discussions with Dr. Sunga. She recommended inviting past chairs, Yvonne Tam, Patty Terlaje, and Eric Chong since Sunga has only been on committee for two years now. D. Cruz will share a survey with PDRC she already made to determine effectiveness of mentoring.</p> <p>2. AIR Letter (feedback) R. Nanpei will include the invitation for current AIR members to also join as per J. Concepcion's suggestion.</p> <p>W. Tam - no updates for PDRC's Peer Mentoring other than having mentees/mentors submit evaluation and survey two weeks prior to end of spring semester.</p>
VI.	Privilege of the Floor (POTF)	<p>R. Nanpei asked members for anything they'd like to discuss.</p> <p>R. Nanpei summarized the meeting in that we approved P. Pangelinan's application and is expecting two more faculty to submit. She will send a letter to Dr. Sunga.</p> <p>J. Concepcion inquired about the possibility of getting Dept. Chairs to provide information on if they are mentoring or would like to mentor. He hopes PDRC can get more faculty to mentor.</p> <p>W. Tam stated he believes that meeting with the DCs in person is much better than to send emails/letters etc.</p>

VII.	Adjourn	W. Tam made motion to adjourn meeting which was seconded by J. Concepcion. Meeting was adjourned at 10:12 by R. Nanpei.
VIII.	Next Meeting Date	2/17/2023 with Chair and guests/members from AIR joining.
IX.	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2023 2/17/2023 3/17/2023 4/21/2023	2/17/2023

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AY 2022-2023 Professional Development Resource Committee

MEETING #4 _AGENDA_ November 18, 2022		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 11/18/2022	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order, Welcome	
II.	Approval of Minutes for October 21, 2022	
III.	Application Update as of 11/10/22 submission deadline	
IV.	Update on Fall 2022 Faculty Professional Development - November 10 and 18, 2022 (Theresa Datuin and Donna Cruz)	Feedback on Nov. 10 PD
V.	Institutional Memberships Updates/Discussion	<ol style="list-style-type: none"> 1. QM P.O. completed and payment sent. 2. Go2Knowledge discussion - updated quote sent to members for review and feedback
VI.	Planning for Spring 2023 Faculty PD	Lead – Jonah Dates -
VI.	Update on Peer Mentoring Activities for Fall 2022	AIR collaboration (D. Cruz)

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	(Wilson Tam & Donna Cruz)	
VII.	Privilege of the Floor (POTF)	
VIII.	Adjourn	
IX.	Next Meeting Date	
X.	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Committee

MEETING #3 _AGENDA_ October 21, 2022		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 10/21/2022	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Jonah Concepcion	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order, Welcome	
II.	Approval of Minutes for September 16, 2022	
III.	FY2023 Budget	PDRC budget loaded in Banner - \$54,675.00
IV.	Application Update as of 10/14/22 submission deadline	
V.	Update on fall 2022 Faculty Professional Development November 10 and 18, 2022 (Theresa Datuin and Donna Cruz)	<p>Nov. 10 - # of presenters: virtual ____, in-person ____</p> <p>Nov. 18 - # of presenters: virtual ____, in-person ____</p> <p>Tasks: <i>at least one PDRC member for each session</i></p> <ol style="list-style-type: none"> 1. Room reservation for in-person sessions (Nov. 10 & 18) 2. Session surveys 3. Attendance Sheets 4. Certificates for presenters and attendees
VI.	Institutional Memberships Updates	<ol style="list-style-type: none"> 1. QM membership approved by Pres. Okada. Requisition submitted on Oct. 10. Pending VPAA approval in Banner.

		2. Go2Knowledge – emailed to get new price quote. Waiting on response.
VI.	Update on Peer Mentoring Activities for fall 2022 (Wilson Tam & Donna Cruz)	
VII.	Discussion on Nearpod	Provide guidance to applicant
VIII.	Privilege of the Floor (POTF)	
IX.	Adjourn	
X.	Next Meeting Date	
	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Committee

MINUTES PDRC October 21, 2022		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet https://meet.google.com/zxd-sany-oae	
Date:	Friday, 10/21/2022	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Jonah Concepcion	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order, Welcome	Meeting was called to order by J. Concepcion at 9:01AM .
II.	Approval of Minutes for September 16, 2022	W. Tam made a motion to approve minutes from 9.16.2022 and J. Concepcion seconded. All were in favor.
III.	FY2023 Budget	J. Concepcion announced the budget is the same. PDRC budget was loaded in Banner - \$54,675.00
IV.	Application Update as of 10/14/22 submission deadline	J. Concepcion shared that there was a recent increase in the number of presenters.
V.	Update on fall 2022 Faculty Professional Development November 10 and 18, 2022 (Theresa Datuin and Donna Cruz)	<p>T. Datuin updated members on professional development days (see below). One faculty voiced concern that how are faculty who teach secondary students able to attend the daytime sessions.</p> <p>R. Nanpei stated that post-secondary counselors plan to present on DegreeWorks as well as Adult Education. Ms. Topasna plans to present on both days.</p> <p>Nov. 10 - 6 total # of presenters: virtual (asynchronous) 1, in-person 5</p> <p>Nov. 18 - 5 total # of presenters: virtual 1 OL, 3 in-person, 1 both</p>

		<p>Tasks: <i>at least one PDRC member for each session</i></p> <ol style="list-style-type: none"> 1. Room reservation for in-person sessions (Nov. 10 & 18). T. Datuin was able to assist in room reservations. 2. Session surveys/feedback will be administered digitally and via QR code. J. Concepcion suggested that even for PDRC committee members, another member should be present. The digital survey/feedback form T. Datuin designed last year will update. D. Cruz prefers to have both a copy and digital options available as it is more feasible to have paper copies for larger sessions where there may be community members attending who might not have easy access to digital formats. W. Tam also likes to have both options. The PDRC or other volunteer members present to assist will be expected to collect, scan, and provide the survey results to presenters. 3. Attendance sheets for F2F will be provided on paper. 4. Certificates for presenters and recognition via email for faculty attendees will be provided in digital format. T. Datuin has a template for certificates. <p>R. Nanpei asked about the bulk of workshops. T. Datuin explained they are dispersed throughout the day (morning, lunchtime to afternoon. One faculty, (K. Maloney) will be doing asynchronously.</p> <p>J. Concepcion asked if we can move a couple sessions to a later time to allow secondary students to attend or for PDRC to provide assistance for remote attendance. T. Datuin and D. Cruz stated that if we had more members on the committee it would be more feasible.</p> <p>J. Concepcion volunteered to help W. Tam set up his Mentoring session with a webcam etc. to allow remote access in addition to assisting others if needed to promote attendance. W. Tam explained that his schedule is very busy as our others and it may be difficult for PDRC members to assist every presenter.</p> <p>PDRC members chose sessions to volunteer to assist with to include administering survey and technical assistance.</p> <p>T. Datuin suggested PDRC recruit other faculty members to volunteer to assist with presentations and the committee will provide certificates of appreciation. This also will help show administration that there may be a need to increase committee membership.</p>
VI.	Institutional Memberships Updates	<ol style="list-style-type: none"> 1. QM membership approved by Pres. Okada. Requisition submitted on Oct. 10. Pending VPAA approval in Banner.

		2. Go2Knowledge – emailed to get a new price quote. Waiting for a response.
VI.	Update on Peer Mentoring Activities for fall 2022 (Wilson Tam & Donna Cruz)	W. Tam stated there are 14 pairs of peer mentees/mentors. He is still working on contacting/pairing LTA faculty. Out of four DCs with LTAs only one Dept. Chair replied.
VII.	Discussion on Nearpod	<p>J. Concepcion stated the application still needs a bit more justification on Part A and B. T. Datuin discussed that since it is a ‘tool’ to improve instruction it can be comparable to the other tools that PDRC wanted to purchase but which was denied (i.e. USBs, external drives, Gradekeeper, Kahoot!).</p> <p>If it was a subscription that <i>all faculty</i> could use, PDRC can consider.</p> <p>PDRC had a discussion that the Faculty Senate might be more appropriate to request purchase of online tools that would assist teachers/students.</p> <p>PDRC Chair will relay information and suggestions regarding Nearpod to the applicant.</p>
VIII.	Privilege of the Floor (POTF)	No comments.
IX.	Adjourn	D. Cruz made a motion to adjourn at 10:22AM and W. Tam seconded. All were in favor.
X.	Next Meeting Date	Next meeting date is 11/18/2022 at 9AM.
	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Community

MEETING AGENDA September 16, 2022		
Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet	
Date:	Friday, 9/16/2022	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei (Chair) Marsha Postrozny-Torres Wilson Tam	
No.	Topics	Action Points
I.	Call to Order, Welcome Simone Bollinger and Tico Tenorio, GCC Faculty Union	Feedback on Agreement, Article IX, PDRC
II.	Approval of Minutes for August 25, 2022	
III.	Discuss Faculty Professional Survey Results (Theresa Datuin)	https://docs.google.com/document/d/1CfIUtVJyQSCpV2Md1ROBH_9sOKuIY16UAcMHgeMkNcE/edit?usp=sharing Final draft will be completed by 9/14/2022
IV.	Institutional Memberships (from Faculty Survey Results)	

Form: gcc_governance_meeting_agenda_template.docx1

Version: 1.0

Date: 01/21/2015

V.	Peer Mentoring Activities for fall 2022 (Wilson Tam & Donna Cruz)	
VI.	Planning for PDRC fall 2022 PD Day - GCC Open House (Theresa Datuin and Donna Cruz)	Possible session dates: November 10 and or November 17
VII.	FY 2022-2023 Budget Allotment	
VIII.	Privilege of the Floor (POTF)	
IX.	Adjourn	
X.	Next Meeting Date	
	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Community

Guests: Simone Bollinger & Tico Tenorio

MEETING Minutes September 16, 2022

Committee Name	Professional Development Review Committee (PDRC)	
Meeting Location :	Google Meet	
Date:	Friday, 9/16/2022	
Time:	9:00 AM	
Meeting Chair/Facilitator:	Rose Marie Nanpei	
Secretary:	Marsha Postrozny-Torres	
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei (Chair) Marsha Postrozny-Torres Wilson Tam Guests: Simone Bollinger and Tico Tenorio	
No.	Topics	Action Points

**I. Call to Order, Welcome
Simone Bollinger and
Tico Tenorio, GCC
Faculty Union**

R. Nanpei called meeting to order at 9AM and introduced guests. She asked for feedback on Agreement, Article IX, PDRC.

A long discussion on deadlines and funds ensued.

R. Nanpei asked if deadlines for elections could be earlier. S. Bollinger explained that this is connected to work loads. She asked if PDRC members had any thoughts about having elections in the beginning of spring semester in Jan/Feb instead. This will help dates be aligned.

J. Concepcion asked for clarification on deadlines. If we had elections early, that would be better. For example it may be beneficial to have elections in early January.

Contractually now is March first and October 1st are the deadlines for work loads. We might not have much leeway for changing dates. If we look at March 1st as deadline then mid-Feb. would be elections then mid-January would need to let faculty know who is running - it pushes everything earlier. The whole process would need to be pushed back.

M. P-Torres asked if it was possible to change the deadline for the mid-term report. R. Nanpei stated that Feb. 1st, Sept. 1st are deadlines with an additional end-of-year report at the end of the academic year.

J. Concepcion inquired why was Sept. 1st set as the deadline for the mid-term report?

R. Nanpei pointed out that according to A.2.E. Examine previous years by-laws, constitution etc. but could not find where it states that this must be posted by Aug. 31st. First meeting must be by Sept. 15th. so it doesn't make sense to have these posted earlier. S. Bollinger clarified that this should be posted prior to Sept. 15th.

T. Datuin stated that the admin does not allow us to work over summer. She noted that Dr. Tudela did not allow committee meetings after the spring semester ended (over break).

T. Tenorio questioned whether members would be willing to meet over the summer? If so the union can make an argument to allow meetings to occur over the summer.

W. Tam asked if it is reasonable to post by-laws/constitution and minutes two weeks after the first meeting.

J. Concepcion asked to have further discussion on identifying the Co-Chair. We don't know who the co-chair is until the new academic year begins. Suggested changing to Sept. 15 to elect co-chair. Many members discussed that the Aug. 31st deadline is too early for many tasks. Also admin is stricter now than ever before on reimbursement. The timelines do not merge well. S. Bollinger asked a follow up question if PDRC would want new deadlines locked into the contract for example a plan for prof. dev. submitted before the academic year ends.

T. Tenorio anything from April to August applications must be approved and submitted before Sept. 30th. It seems that this would be more reason to meet over the summer. If committee members are elected in Feb. chooses chair in March/April, this means the new members would meet over the summer. This means that faculty need to be informed of these strict deadlines. T. Tenorio asked is this GCC policy or law? J. Concepcion stated that it has to do with fiscal year budgets. T. Tenorio stressed that this is like advancement in rank which has to think a year in advance so they budget properly although not having any idea who/how many will apply. S. Bollinger stated that according to conversations last year, it was tied to budget law. T. Datuin stated that last year for example T. Tenorio submitted two applications and the chair had funds held in account. Things didn't go through due to deadlines of FY ending. The President wants funds pre-approved. R. Nanpei in I.A. states must plan one year prior for professional development.

J. Concepcion stated that these deadlines stifle faculty from getting reimbursement. Perhaps having an August PDRC meeting deadline would relieve this issue. He mentioned in 2020 many faculty tried

to apply for tuition assistance but funding wasn't available. August 31st might be a better first meeting deadline for PDRC.

M. P-Torres suggested having summer work be voluntary and used for eval purposes still ensuring that the 45 hours of work during the academic year is fulfilled. J. Concepcion suggested the August meeting should be only to discuss tuition reimbursement that occurred over summer. T. Tenorio stressed that PDRC would have to meet with new members in summer.

T. Tenorio said the problem is that faculty follow academic year whereas admin follow budget years. J. Concepcion inquired if it is possible to increase the number of committee members? T. Datuin agreed that it would be nice to have more members since we have to also provide professional development activities. Imagine if we had four more members - we could have more PD and workshops available. T. Tenorio and T. Datuin recalled off-island speakers, hotel locations, etc. and it would be nice to have more faculty-targeted training. S. Bollinger suggested checking with the admin if we can turn one college assembly into a faculty-targeted PD opportunity.

S. Bollinger asked PDRC to track data - proof of hours spent to justify requesting more faculty on committee. (Data on mentorship, PD workshop planning, application review, surveys for PD topics)

T. Tenorio stated that under R. Somera he was picky about what types of professional development should be offered. Is the committee able to offer types of PD they would like to offer or what faculty are asking for? Members stated that so far there have not been restrictions.

R. Nanpei inquired who can assist with requisitions as it usually falls on the chair. Is there other help that can be sought in this area? S. Bollinger stated she will follow up on suggestions/requests made in the end-of-year report.

S. Bollinger stated that the admin has been taking more control over things such as institutional committees. We lost LOC/CRC committees so we should justify why PDRC and Advancement in

		<p>Rank should stay in faculty purview. She asked members to send any data/justification to her for support. Asked members to think why it is so important for faculty to control this committee. J. Concepcion asked why can't CRC be a Union committee?</p> <p>S. Bollinger departed mtg at 10AM to attend another meeting.</p> <p>T. Tenorio asked to discuss incentives not being approved. T. Datuin asked the President at the August 2022 meeting and the President responded that funds cannot be used for marketing. J. Concepcion replied that there is a threshold of \$500 and in the past the committee was able to get this smaller amount approved. W. Tam stated that it is challenging to get faculty to participate in peer mentorship; incentives might help more participate and M. P-Torres stated many of the items we got quotes for are related to PD/improving instruction. Members voiced concern that the application process is so tedious and complicated with all the deadlines that she has not applied in recent years due to this reason. T. Tenorio stated that PDRC has every right to say no to the admin's request for funds. T. Tenorio is currently working with B. Mead on this issue. She stressed again that PDRC does not have to approve any application from admin and if the committee feels that they are getting pressured to approve we should notify the union.</p> <p>T. Datuin stated that the Pres. made it clear that for folks to go off-island the College must have a membership. T. Tenorio stated that we need to go to the Legislature to change the budget law that comes from the Legislature. She urged members we need to go to senators to inquire that verbiage be removed. She heard other agencies are not interpreting this so strictly. The entity has to have a membership (other administrations - i.e UOG are assuming that if a faculty has an individual membership that will count).</p>
<p>II.</p>	<p>Approval of Minutes for August 25, 2022</p>	<p>T. Datuin made a motion to approve minutes. D. Cruz and W. Tam seconded. All approved minutes.</p>

<p>III.</p>	<p>Discuss Faculty Professional Survey Results (Theresa Datuin)</p>	<p>T. Datuin shared a report of the survey results Click here for results. She updated that 26 responded to the survey. It shows there is a need to review/renew QM membership. Approximately \$5 is needed to renew. Faculty want more OL and asynchronous trainings/workshop offerings.</p> <p>Also many faculty mentioned they want more Moodle training. About 70% wanted Faculty Focus and about 50% liked Go to Knowledge. QM has conferences in November and usually in April which faculty would be eligible to attend since we have institutional membership.</p>
<p>IV.</p>	<p>Institutional Memberships (from Faculty Survey Results)</p>	<p>Possible session dates: November 10 and or November 17?</p> <p>M. P-Torres suggested it would be nice to announce/list the memberships GCC currently subscribes to. J. Concepcion stated that VP Rodlyn can provide a list of all institutional memberships in case faculty are interested to check on off-island conference attendance.</p> <p>R. Nanpei stated that Magna Commons (MC) was disapproved based on costs - committee will take a look at MC, Go To Knowledge and Wall Street Journal membership costs. D. Cruz said QM is necessary for college for those who seek online certification.</p> <p>J. Concepcion provided exact verbiage from Bill 276-36 law <i>Travel to attend conferences and official meetings with national and regional government officials or national and regional organizations of which the entity is an official member where attendance is necessary to advancing Guam's interests during Fiscal Year 2023 and as approved by governing board or Director;</i></p>

<p>V.</p>	<p>Peer Mentoring Activities for fall 2022 (Wilson Tam & Donna Cruz)</p>	<p>W. Tam received a list of names from HR of new LTA faculty. There are 18 total; 10 FT are interested in the mentoring program which he is able to pair up.</p> <p>A problem is that when he sent out invitations on Aug. 28th there were only 10 faculty who showed interest in the mentoring program. Out of the 18 LTA faculty only a handful said they were interested. He asked members to think about how we can get more interested in the program.</p> <p>R. Nanpei inquired if it is possible to go through the DCs to encourage more participation. W. Tam stated that many departments might be working on their own and not informing PDRC. W. Tam stated that faculty can mentor more than one. It is also possible to have a mentor assigned to adjunct faculty.</p> <p>M. P-Torres suggested if it can be included in the annual PD survey to include questions on mentoring. We also used to have a Meet-and-Greet with food/refreshments.</p> <p>J. Concepcion suggested having a couple Meet and Greet sessions for Peer Mentoring and also combine with Brown Bag sessions like to have one right before the other. D. Cruz responded that PDRC can also tap Union funds to make it nicer especially if it is over \$500. J. Concepcion mentioned that Open Campus day has a lot going on (especially at Bldg 1000) a good day might be Friday late afternoon or evening and also invite adjunct faculty.</p> <p>W. Tam will email DCs encouraging participation.</p>
<p>VI.</p>	<p>Planning for PDRC fall 2022 PD Day - GCC Open House (Theresa Datuin and Donna Cruz)</p>	<p>R. Nanpei asked about possible session dates.</p> <p>November 10ths is a busy day. Members suggested having PD on Friday, November 18th in addition to other dates in November.</p> <p>D. Cruz stated she would also like to have it on Open House day as well. Her department is already planning on having 2-hour sessions on that day as well and opening it up to faculty/community members. T. Datuin and M. P-Torres suggested having it on multiple days in November. T. Datuin will send a PDRC workshop form for members to review. See link below:</p> <p>https://docs.google.com/forms/d/e/1FAIpQLSchZ8T9FRUUy4TUqvCTSJwe90hduhMlqdpHYJhvS6t5j-e8fw/viewform</p>

		<p>Perhaps Nov. 10th the workshops would be more F2F and the next designated day would be Nov. 18th be more synchronous.</p> <p>D. Cruz asked if there is a credited-course that would be relevant to all faculty. M. P-Torres stated that V. Schrage maybe can offer one of her CTE courses or HL135/130.</p> <p>Members discussed how asynchronous workshops would work. T. Datuin said last year some were by pre-recorded sessions. She had made a GC site and connected the links that presenters sent.</p> <p>J. Concepcion is reading a book on infusing critical thinking and would like to offer a session on this next semester.</p> <p>T. Datuin will send out request forms for participants as soon as members have a chance to review. Members asked if form for presenters can select if the session is repeated with an added comment section to address any details to committee members. Link to form will be posted on Google Classroom. D. Cruz asked if OL sessions can be recorded. J.Concepcion and M. P-Torres stated that GCC does not pay for this function on Google Meet.</p>
<p>VII.</p>	<p>FY 2022-2023 Budget Allotment</p>	<p>R. Nanpei met with Carol Guerrero who spoke about the ~ 54K fund for PDRC which needs to be placed in three categories:</p> <p>Option A Travel: 20% (\$10,935.00) Contractual: 30% (\$16,402.50) Miscellaneous: 50% (\$27, 337.50)</p> <p>Option B Travel: 15 % (\$8,201.25) Contractual: 25% (\$13,668.75) Miscellaneous: 60% (32,805.00)</p> <p>Option C Travel: 10% (\$5,467.50) Contractual: 20% (\$10,935.00) Miscellaneous: 70% (\$38,272.50)</p> <p>Option D Travel: 5% (\$2,733.75) Contractual: 20% (\$10,935.00) Miscellaneous: 75% (\$38,272.50) OR Option E: OTHER percentage request</p> <p>R. Nanpei asked members to review and choose by next week Mon. 9/23. T. Datuin stated that justification to move funds were</p>

		easily done by explaining that there was not enough funding in a particular category. Individual faculty are permitted up to \$5,250 approval per year. J. Concepcion and T. Datuin voted 'C' and other members will note vote on PDRC's Google Classroom site.
VIII.	Privilege of the Floor (POTF)	<p>J. Concepcion asked if the committee received any applications yet.</p> <p>R. Nanpei stated that Pilar Pangelinan will submit before the next meeting.</p> <p>J. Concepcion stated that if faculty took a course from January 22 and did not submit an application form and get approval from admin by Sept. 9th, 2022 (PDRC's deadline for submissions that month) faculty members will not get reimbursed. It is very difficult to take a class in September unless faculty uses the Tuition Assistance option. If a class is offered in September 2023, apply for PDRC now. Members discussed a 'Trouble Bubble' time from April to September that if faculty seek reimbursement, they need to submit all forms/approval to show evidence of a grade and/or completion before the end of September or only apply for Tuition Assistance.</p>
IX.	Adjourn	D. Cruz made a motion to adjourn and J. Concepcion seconded. All in favor and R. Nanpei adjourned the meeting at 11:45AM.
X.	Next Meeting Date	Oct. 21st at 9AM.
	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	

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AY 2022-2023 Professional Development Resource Community

**Virtual Meeting with Dr. Okada, GCC President, Dr. Tudela, GCC VPAA,
and Rodalyn Gerardo, GCC VP of Finance & Administration**

MEETING AGENDA September 16, 2022

Committee Name	Professional Development Review Committee (PDRC)
Meeting Location :	Google Meet
Date:	Friday. 9/16/2022
Time:	9:00 AM
Meeting Chair/Facilitator:	Rose Marie Nanpei
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin RoseMarie Nanpei (Chair) Marsha Postrozny-Torres Wilson Tam,

No.	Topics	Action Points
I.	Call to Order, Welcome Simone Bollinger and Tico Tenorio, Faculty Union	PDRC feedback on
II.	AY 2022-2023 Institutional Priorities	
III.	PDRC Budget	
IV.	Finance Office Reimbursement Deadlines Clarification – FY, AY, or calendar year	

V.	Updates on Payback Policy for Tuition/Conference Reimbursement	
VI.	Institutional Memberships – Go to Knowledge, Quality Matters, other memberships faculty subscribe to for their professional development	
VII.	Professional Development from the President’s Office that will include PDRC Funding	
VIII.	Guam Law on travel for Professional Development	
IX.	Approval of Minutes for <ul style="list-style-type: none"> ● April 22, 2022 Vote for positions for AY 22-23 <ul style="list-style-type: none"> ● Chair-Elect ● Secretary Vote on Meeting Mode: <ul style="list-style-type: none"> ● In-person ● Virtual Review PDRC end of the year report for AY 21-22	

	AY 2022-2023 PDRC Meetings Fridays@9AM: 8/25/2022 (Thursday) 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022	
	Privilege of the Floor (POTF)	
	Adjourn	

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AY 2022-2023 Professional Development Resource Community

Virtual Meeting with Dr. Okada, GCC President, P. Williams representing Dr. Tudela, GCC VPAA, and Rodalyn Gerardo, GCC VP of Finance & Administration

DRAFT Minutes Aug 25, 2022

Committee Name	Professional Development Review Committee (PDRC)
Meeting Location :	Google Meet
Date:	Thurs. 8/25/2022
Time:	9:00 AM
Meeting Chair/Facilitator:	Rose Marie Nanpei
Secretary:	Marsha Postrozny-Torres
Meeting Attendees:	Jonah Concepcion Donna Cruz Theresa Ann Datuin Rodalyn Gerardo (GCC VP of Finance & Admin.) RoseMarie Nanpei (Chair) Dr. Mary A. Y. Okada (GCC President) Marsha Postrozny-Torres Wilson Tam, Pilar Williams representing Dr. Gina Tudela (GCC VPAA)

No.	Topics	Action Points
I.	Call to Order, Welcome Dr. Mary A.Y. Okada, Guest	Meeting was called to order at 9:01AM by R. Nanpei. R. Nanpei gave purpose for mtg to talk about the direction of PDRC this academic year and Introduced the AY 2022-2023 PDRC Members...
II.	AY 2022-2023 Institutional Priorities	Dr. Okada stated that AY 2022-2023 Institutional Priorities are the same as last year with the addition of anything that focuses on accreditation. The self-study will be a goal along with anything that needs to be accomplished. The 2025 document still is current re. institutional priorities.
III.	PDRC Budget	Rodalyn Gerardo addressed the budget and Dr. Okada stressed that fund 12 is determined by student enrollment based on the subsequent year. The funding for PDRC budget this year is \$54,675.

<p>IV.</p>	<p>Finance Office Reimbursement Deadlines Clarification – FY, AY, or calendar year</p>	<p>R. Nanpei questioned if the committee can get clarification on deadlines for funding.</p> <p>R. Gerardo replied that GCC is guided by fiscal year deadlines to include requisition deadlines (Sept. 30th of each year). An example she gave was that all requisitions this year with approval are due 8/26/2022. She said a concern is that when her office gets requests of activities that were completed prior to the current fiscal year it raises audit questions.</p> <p>R. Nanpei asked if a faculty applied last summer would the deadline be this August or September?</p> <p>R. Gerardo replied that it depends when the requisition was approved/submitted. She gave the example that prior to any course or training staff need to process a requisition on the front end so that funding is already committed. After finishing prof. activity then reimbursement would occur.</p> <p>Dr. Okada said to think in terms of the activity. If approved within the current fiscal year, the College has an obligation that the activity must be paid no later than Dec. 31st. <i>Obligation for institution is on a FY basis. The \$5,250 is on a calendar basis.</i> If prior to Sept. 30th must be liquidated no later than Dec. 31st.</p>
<p>V.</p>	<p>Updates on Payback Policy for Tuition/Conference Reimbursement</p>	<p>R. Nanpei inquired if there any changes to payback policy and Dr. Okada replied there are no changes.</p>
<p>VI.</p>	<p>Institutional Memberships – Go to Knowledge, Quality Matters, other memberships faculty</p>	<p>R. Nanpei asked if College must still have institutional memberships to organizations for faculty to apply for travel.</p>

	subscribe to for their professional development	<p>M. P-Torres asked for clarification if ‘entity’ meant College/Institution or could it mean an individual faculty. Dr. Okada confirmed that it is the College that needs membership, not an individual; therefore, off-island travel would not be approved if there is no institutional membership to the organization.</p> <p>Dr. Okada stated the requirements are in the budget law. FY23 is not approved yet (until the end of Aug.).</p> <p>Dr. Okada stated that to travel off island the College/Institution must have membership.</p> <p>T. Datuin asked if this also applies to local conferences. Dr. Okada says rules apply specifically for travel.</p>
VII.	Professional Development from the President’s Office that will include PDRC Funding	<p>Dr. Okada addressed this issue stating that for example ethics had to be accomplished by a particular deadline. She does not see anything in the near future. HR now has it in their budget to provide ethics training.</p> <p>P. Williams asked if there are training funds set aside for diversity and inclusion issues? Dr. Okada said there may be training but nothing planned yet and if there is admin will cover costs.</p>
VIII.	Guam Law on travel for Professional Development	<p>Dr. Okada said we will officially know more by the end of the month regarding if there are any changes to the law.</p> <p>T. Datuin asked if a faculty member takes classes in January, do they have until September to submit requisition? On the finance side the answer is yes - Dr. Okada but PDRC can determine how early they would like applicants to apply. The by-laws and rules can state it is on a reimbursement process. Faculty have tended to do this after the fact whereas PDRC has allowed before the class. Some faculty cannot front-load (pay ahead) for the cost of classes but that is because PDRC rules have it on a reimbursement process.</p> <p>Jonah inquired what if they applied in Jan. completed class in October can faculty still submit reimbursement requests.</p> <p>Dr. Okada said yes but according to PDRC rules they cannot receive reimbursement until activity is completed (grade earned).</p>

		<p>If PDRC would like the College to pay tuition up front it can be done. The obligation would still cover but the risk faculty take is that if they do not submit all docs within FY they might not get reimbursed.</p> <p>T. Datuin asked about the possibility of using funds for incentives like for mentorship. Dr. Okada said PDRC cannot be used for promotional items.</p> <p>J. Concepcion asked a follow up if PDRC can use funds for refreshments if they are hosting a professional dev. activity. Dr. Okada said it was done in the past but it is not a priority/not encouraged; it can be done if it is a whole-day activity.</p> <p>D. Cruz asked about the Open Campus on 11/10/2022 that if a faculty needed material and supplies can they request funding. Dr. Okada stated that yes it can be done. Admin might have separate funding as it's an institutional celebration for the 45th. There can be similar promotional items that can be given out. Must be coordinated with PIO John Dela Rosa.</p> <p>Dr. Okada asked if PDRC members have any suggestions for institutional priorities to please let Dr. Gina know.</p> <p>T. Datuin asked if there will be workshops on grant writing. Dr. John Crushank plans to meet with Dr. Okada in Washington DC and she will discuss the possibility of having him come to Guam again to do more STEM training.</p> <p>R. Nanpei thanked Dr. Okada and the other guests who joined the meeting today. Guests departed at 9:35AM and the meeting continued via PDRC members.</p>
<p>IX.</p>	<p>Approval of Minutes for</p> <ul style="list-style-type: none"> ● April 22, 2022 <p>Vote for positions for AY 22-23</p> <ul style="list-style-type: none"> ● Chair-Elect ● Secretary 	<p>IOPs and By-Laws were posted by Chair on the Google Classroom website to review.</p> <p>R. Nanpei asked for approval of minutes from 4/22</p> <p>D. Cruz made a motion to approve and J. Concepcion seconded. All were in favor, motion passed.</p>

	<p>AY 2022-2023 PDRC Meetings Fridays@9AM: 9/16/2022 10/21/2022 11/18/2022 1/20/2022 2/17/2022 3/17/2022 4/21/2022</p>	<p>R. Nanpei asked for voting to occur. M. P-Torres for secretary and J. Concepcion for Chair-Elect.</p> <p>D. Cruz made motion for the former and M. P-Torres seconded motion, all were in favor, motion passed.</p>
	<p>Privilege of the Floor (POTF)</p>	<p>D. Cruz asked if clarification was given to have a co-chair. R. Nanpei said she and J. Concepcion agreed that he can do chair without co-chair.</p> <p>R. Nanpei inquired if members want to continue meetings remotely. D. Cruz mentioned it is good to be flexible. Members agreed that if there isn't enough time to cover certain issues/applications, etc. some tasks might be done via electronic discussion (Google Classroom).</p> <p>J. Concepcion stated that contract states professorial ranks can only apply for committee positions and PDRC is a six member committee. These items cannot be changed in our By-Laws/IOPs.</p> <p>D. Cruz mentioned that Bobby already helps the union so maybe she can assist us. J. Concepcion explained that it is best we do our own requisitions to have a better grip on what is going on in the approval process, etc. T. Datuin asked if the committee can ask for Bobby's help during the break time.</p> <p>D. Cruz asked if there is any prohibition for PDRC to apply for national membership? J. Concepcion stated that a particular specific subject that needs institutional membership would come under a department's budget.</p>
	<p>Adjourn</p>	<p>R. Nanpei concluded the meeting at 9:56AM</p>

Notes:

Note:

Unfortunately, PL36-54 still requires that the "travel to attend conferences and national and regional organizations of which the entity is an official member where attendance is necessary to advancing Guam's interest during Fiscal Year 2022 and as approved by a governing board or Director".

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