CHC Professional Development Committee
Meeting Minutes
Friday May3, 2013
Room LRC-135

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Members Present:

Breanna Andrews, Daniel Bahner, Robert Brown, Karen Childers, Robert Crise, Tina Gimple, Mariana Moreno, Kristin Overturf, Jeff Schmidt, Sam Truong

Members Absent:

Rick Hogrefe, Karen Peterson, Luis Mondragon

1. **Minutes: April 5, 2013**

   Minutes from April 5 were approved by consensus.

2. **Flex Reporting: Discussion**

   Daniel disseminated the list of faculty required to submit flex reports. The 47 faculty have been separated into smaller groups for PDC members to review. (See attached *Flex Report Evaluation Responsibilities*.) Flex forms will begin arriving to members' email inboxes within the next few days.

3. **PDC Evaluations**

   The members completed the committee evaluation forms assessing this year's PDC meetings and activities.

4. **2013-2014 PDC Tasks**

   Daniel voiced a very legitimate concern about the large number of tasks that he has been responsible for this year as PDC faculty chair. (See the attached *2013-2014 PDC Tasks list*.) Daniel will not be responsible for these tasks next year, and the committee briefly discussed the issues surrounding the funding of a professional development position. It was agreed that Daniel would invite president Cheryl Marshall to our next meeting.

5. **Other Issues and Concerns**

   Daniel was given a packet form Mike Strong about the possibility of having the "Martial Arts for the Mind" seminar on campus next semester.

Next Meeting: Friday May 17, 2013 at 12:00pm in room LRC-135.

(Additional documents attached below.)

<p style="text-align:center">**Flex Report Evaluation Responsibilities**
2012-2013</p>

Robert Brown and Mariana Moreno

1. Acquistapace, Kris
2. Adams, Matthew
3. Allen-Hoyt, Denise
4. Andrews, Breanna
5. Bartlett, Ryan
6. Beitscher, Jane
7. Boebinger, Kelly
8. Brink, T.L.

Karen Childers and Luis Mondragon

1. Bryant, Tom
2. Crise, Robert
3. Crow, Kathy
4. DiPonio, Gwen
5. Gibson, Kathleen
6. Greyraven, Ruth
7. Hanley, Jodi
8. Hellerman, Steve

Robert Crise and Jeff Schmidt

1. Holbrook, Jim
2. Hughes, Rich
3. Jones, JoAnn
4. Koeper, Terry
5. Kozanova, Marina
6. Langenfeld, Liz
7. Ledoux, Janine
8. Lowe, Lynn

Breanna Andrews and Karen Peterson

1. Mansourian, Farhad
2. McCambly, Jessica
3. McConnell, Mark
4. McKee, Julie
5. McLaren, Meridyth
6. O'Toole, Bob
7. Papas, Constantine
8. Petrovic, Snezana

Tina Gimple and Rick Hogrefe

1. Pfahler, Diane
2. Phillips, Ted
3. Rabago, Ralph
4. Ramirez, Stephen
5. Rippy, Scott
6. Salt, Kim
7. Schmidt, Jeff

Sam Truong and Kristin Overturf

1. Shimeld, Lisa
2. Sullivan, Dan
3. Townsend, Jonathan
4. Truong, Sam
5. Urbanovich, Jim
6. Wilson, Sherri
7. Yau, Margaret

2013-2014 PDC Tasks:

a. Needs assessment: When? Where? How?
b. PDC tasks and responsibilities:
    i. Assessment
    ii. Creating a PD program:
        1. General concerns:
            a. Faculty needs
            b. Staff needs
            c. Other?
        2. Flex Day Calendars:
            a. Thursday, August 15
            b. Wednesday, September 25
            c. Thursday, January 9, 2014
            d. Tuesday, April 8, 2014
        3. Specific events:
            a. Part-time faculty meeting, August __
            b. In-service Day, August 16
    iii. Scheduling presenters
    iv. Facilities Use Requisitions
    v. Creating monthly calendars
    vi. Sign-In Rosters
        1. Created for each event
        2. Packages with evaluations
        3. Delivered with evaluations
        4. Compiled in binder for possible tallying
    vii. Evaluations
        1. Ordered and packaged
        2. Delivered to presenters
        3. Pick up from presenters
        4. Delivered to Office of IERP
    viii. Promotion
        1. Semester PD Brochure
        2. Weekly/Daily email announcements
    ix. Webpage maintenance
        1. Online forms updated
        2. Agendas and minutes posted
        3. PD calendar posted
        4. PD brochure posted
        5. Flex calendars posted
        6. PD session materials posted
    x. Flex Reporting and Evaluation
        1. Flex Report completed and sent to state via Office of Instruction and SBCC District
        2. Flex obligation sent to all faculty via Office of Instruction
        3. Flex reports collected and evaluated

        4. Faculty and Office of Instruction notified
- xi. Professional Development Library
    1. Holdings catalogued
    2.
    3.
    4.
- xii. PD Committee
    1. Writing Agendas
    2. Writing and publishing Minutes
    3. Vetting Funding requests
    4. Notifying applicants of decisions
    5. Arranging discussion with PDC
    6. Processing reimbursement paperwork