

**CHC Professional Development Committee
Meeting Minutes
Friday September 20, 2013
Room LRC-135**



Members Present:

Breanna Andrews, Robert Brown, Bob Crise, Rick Hogrefe, Marina Kozanova, Liz Langenfeld, Lynn Lowe, Karen Peterson, Sam Truong, Jim Urbanovich

Members Absent:

Daniel Bahner, Karen Childers, Tina Gimple, Luis Mondragon, Kristin Overturf

Guest:

Keith Wurtz (Dean of Institutional Effectiveness, Research & Planning)

1. Minutes: August 30, 2013

August 30 meeting minutes will be disseminated later to be approved at the October 4 meeting.

2. Discussion: Professional Development Survey Results (Keith Wurtz)

Keith presented the results from the SBCCD professional development survey (administered in fall of 2010), as well as the professional development research findings from the Educational Advisory Board's Community College Leadership Forum (January 2012). The presentation is attached to the email accompanying these minutes. The most significant implications of the findings include:

- Develop CHC's Center for Teaching & Learning
- Maintain a regularly scheduled two-way communication between PDC and the campus community (i.e., collect feedback from campus, and then inform the campus on how the feedback will be addressed).
- Develop a new faculty and staff orientation program.
- Develop professional development offerings for adjunct faculty.
- Develop and implement Faculty Inquiry Groups (FIGs).
- Strategically plan and implement full-day workshops on Flex Days.
- Provide one- or two-hour workshops during the 3rd and 8th weeks of each semester.
- Develop and provide workshops that require little preparation by faculty (e.g., PollEverywhere vs. Clickers).
- Develop approaches for measuring student engagement in courses whose faculty participated in professional development offerings.

3. Visits to Campus Committees Regarding PD Needs

PDC members were assigned to visit or speak with members of other campus committees to gain feedback on how PDC can assist committees with their development needs, and how to promote the committees' development efforts. PDC members will send notes/comments from committee feedback to Robert so that he can compile everything into one document for our October 18 meeting. PDC member assignments are listed in the table below:

Committee	PDC Member	Committee Contact
Academic Senate	Breanna	Denise Allen
Budget Committee	Tina	Mike Strong
Chairs Council	Robert	Jeff Schmidt
Classified Senate	Karen	Michelle Tinoco
Crisis Intervention Committee	Bob	Judy Giacona
Curriculum Committee	Rick	Kim Salt
Ed Master Plan Committee	Rick	Keith Wurtz
Ed Policy	Marina	Scott Rippy/Rich Hughes
ETC (Educational Technology Committee)	Jim	Meridyth McLaren
Honors Steering Committee	Liz	Daniel Bahner
IEAO (Institutional Effectiveness, Articulation, & Outcomes)		Ralph Rabago
IRB		Keith Wurtz/Gary Williams
PPR (Planning & Program Review)	Robert	Keith Wurtz
Safety Committee	Sam	Mike Strong
Scholarship Committee	Sam	Damaris Matthews
SSEEMM	Lynn	Raju Hegde
Student Senate	Robert	Ericka Paddock

4. Funding Request: Elizabeth Mealey

Elizabeth Mealey requested funding to support her attendance at the Internet Librarian Conference October 28-30 in Monterey, CA. The motion was moved (Liz), seconded (Jim), and carried that the committee approve funding for Elizabeth up to \$500 on the condition that she develop and offer a workshop on the material.

5. Other Issues and Concerns

- Approving several funding requests in the past few meetings is resulting in a pretty quick depletion of committee funds. Rick will bring the balance of the PDC budget to the October 4 meeting.
- Rick distributed workshop evaluation forms to the following members:
 - Marina Kozanova – Extending the Classroom Tech workshop (Sept. 24)
 - Lynn Lowe – Reading Apprentice Project workshop (Sept. 25)
 - Robert Brown – Teacher 2.0 workshop (Sept. 25)
 - Robert Brown – Getting Results workshop (Sept. 25)
- Rick mentioned that part of our role as PDC members should include acting as “encouragers” for the campus, serving as examples, facilitators, and motivators for others. Rick reminded us to encourage others to participate in Flex Day activities, workshops in the calendar, and other development events.

Next Meeting: Friday October 4, 2013 at 12:00pm in room LRC-135.

(Additional documents attached to accompanying email.)