

**CHC Professional Development Committee
Meeting Minutes
Friday March 15, 2013
Room LRC-135**



Members Present:

Breanna Andrews, Daniel Bahner, Robert Brown, Karen Childers, Robert Crise, Tina Gimple, Rick Hogrefe, Luis Mondragon, Jeff Schmidt, Sam Truong

Members Absent:

Mariana Moreno, Kristin Overturf, Karen Peterson

1. Minutes: February 15 2013

Minutes from February 15 were approved by consensus.

2. Report on the Great Teachers Seminar

Breanna Andrews reported on the 2½-day Great Teachers Seminar retreat held last month at the Highland Springs Resort. Breanna reported that the workshops were very collaborative, engaging, and productive, and she also shared materials and photos with the committee. She enjoyed it immensely and would definitely recommend the retreat to other faculty.

3. Online Flex Form

During the meeting, the committee explored the online Flex Form's features. The committee also examined and refined the list of CHC faculty members required to complete flex forms. The list will be divided among the committee, with each member responsible for approximately a half dozen flex forms. Kristi Simonson will also need to be notified to remove the old online flex form.

4. Upcoming Events

- a. Guided Mindfulness Meditation – March 26 and April 2.
- b. Autism in the Classroom – March 27
- c. Flex Day – April 9
- d. Lockdown/Active Shooter Training – April 11 and April 26.

After reviewing the upcoming events (*Guided Mindfulness Meditation* and *Autism in the Classroom*), the committee finalized the workshops to be offered on the upcoming Flex Day.

The Flex Day workshops will include the following:

- Left Lane Updates (Karen Peterson)
- Suicide Prevention (Judy Giacona)
- Vision, Mission, & Values (Keith Wurtz)
- Best Practices for Syllabus Development (Rick Hogrefe)
- Microsoft Excel (Margaret Yau)
- *Tentative: Blackboard Training Session*

Details on the times and locations of the workshops will be disseminated soon.

Next Meeting: Friday April 5, 2013 at 12:00pm in room LRC-135.