

**CHC Professional Development Committee  
Meeting Minutes  
Friday August 30, 2013  
Room LRC-135**



**Members Present:**

Breanna Andrews, Robert Brown, Karen Childers, Robert Crise, Rick Hogrefe, Marina Kozanova, Luis Mondragon, Kristin Overturf, Karen Peterson, Jim Urbanovich

**Members Absent:**

Daniel Bahner, Tina Gimple, Lynn Lowe, Mariana Moreno, Sam Truong

**I. Committee Responsibilities and Direction—Cheryl Marshall**

- A. Topics/Areas of focus
  - 1. Pedagogy and Learning Theory  
How do students learn/how to teach to different learning styles  
More department and discipline specific (retreats, dept meetings)  
PDC could sponsor or organize meeting for faculty to work together.
  - 2. Assessment/Use of Data  
Coordinate with Keith on SLOs, using data, program, course levels, etc.
  - 3. Bringing in guest speakers on cutting edge and controversial topics.
  - 4. Workshops on conflict resolution and consensus building—help faculty and staff learn to work together toward consensus.
  - 5. Brown bag lunches and meetings centered around Student Success and SSESE results.
  - 6. Leadership  
Encouraging leadership in every role/function at the college—Would like to see a partnership with Student Senate.
  - 7. Classified Professionals Week
- B. Contribution
  - 1. Work more closely with committees. Needs analysis isn't very useful because we don't see a big enough sample. Would like to see PDC go to other committees to find out what their needs are and what PDC can do to support them. Especially important to reach out to Educational Master Plan and SSEEM. What are they working on? What events or activities can be coordinated with PDC?
  - 2. Continue with the Professional Development Guide. It is a useful tool.
  - 3. This committee is important in achieving the goals of the campus. It also helps morale. These are two significant contributions.
- C. Methodology and Logistics
  - 1. Would like to turn LRC-107 back into the Teaching and Learning Center as it was originally intended. What can this committee do to help make that happen?

2. Build a library of Best Practices. Work with departments on campus to see what they are doing and what works for them.
- D. Questions: Robert asked if there are workshops planned for Flex Day or if the PDC should also plan some workshops/activities?  
Answer: There is time set aside to work in Mission/Vision/Values, but there will also be time to add workshops.

Question: Robert asked if we need an outside guest speaker to guide the MVV process.  
Answer: If there are ideas or suggestions, please let Cheryl know.

## II. Funding Requests

- A. Rick Hogrefe—Request for funds to attend International and Foreign Language Education Technical Assistance Workshop.  
Moved by Breanna and seconded that Rick be given \$500 toward attending.  
Motion was carried.
- B. Breanna Andrews—Request for reimbursement for attendance at ASLTA.  
Moved by Karen P. and seconded that Breanna be given \$500 for reimbursement.  
Motion was carried.

Karen Childers asked what our budget is for the year.

Rick said there are \$5000 in the general fund and an additional \$2000 in carryover funds.

- C. Colleen Maloney-Hinds—Request for funds to attend Basic Zumba® trainer's course to become a certified instructor.  
Moved by Karen C. and seconded that Colleen receive \$225 for the course fees.  
Motion was carried.
- D. Snezana Petrovic—Request for funds to attend Conference on International Opportunities in the Arts.  
Moved by Breanna and seconded that Snezana be given \$500 toward attending.  
Motion was carried.
- E. Book Club  
November 13 selection will be *The Undefeated Mind*. Gary Williams will lead the discussion. The books are \$12/each on Amazon.  
Moved by Karen C and seconded to purchase 10 copies.  
Motion was carried.

December 4 selection will be *The Shallows: What the Internet is Doing to Our Brains*. Jim Urbanovich will lead the discussion. The books are \$12/each on Amazon.  
Moved by Karen P and seconded to purchase 10 copies.  
Motion was carried.

## III. NCSPD

Rick, Breanna, Robert, Karen P and Tina Gimple will be attending. The five attendees will need to meet with Debbie Bogh and Ruby Zuniga to get paperwork completed, etc. since Title V is paying for conference attendance.

Marina announced that the Educational Technology Conference at CSUSB is coming up and that registration is free.

It was decided that free, local conferences should be included in the Professional Development Program Guide.

**IV. Workshops/Events for Program Guide**

Chris Tamayo—Free Safety trainings: Robert will work with Kristin Overturf to schedule these

Marina said she would like to see Trelisa's workshops more hands on. Example: in the iPad workshop, she would have preferred for the focus to be on one app, rather than an overview of many. Rick said that we need to get evaluations and feedback to talk to Trelisa about making the meetings more focused.

Other workshop ideas include modifying classes for DSPS students.

Need to find out if webinars will be archived.

**V. CHC<sup>2</sup> Mentor Program**

The mentoring program is a sub-committee of Professional Development and PDC will be helping promote it. Still looking for additional mentors. Daniel Bahner sent a copy of the report from the CHC<sup>2</sup> Mentoring (see below).

**VI. Welcome Back BBQ: Friday, September 6, 11:30-1pm**

Rick will pick up the supplies.

Set Up: Kristin, Luis, Karen, Marina, Breanna

Clean Up: Robert, Rick, Karen, Luis

The next Professional Development Meeting will be **Friday, September 20, 2013, LRC-135 at 12pm.**

Prepared by,  
Karen Peterson

**Report from the *CHC<sup>2</sup> Mentor Program***  
**August 30, 2013**

1. The ***CHC<sup>2</sup> Mentor Program*** grew out a CHC Educational Master Plan charge to the Professional Development Committee, which then (in 2010) charged Daniel Bahner to form a PDC subcommittee to address the EMP charge and suggested appropriate ways for him to do so. Meeting bi-weekly for seven months in 2010-2011, this PDC subcommittee developed and implemented the ***CHC<sup>2</sup> Mentor Program*** for the 2011-12 academic year. Because of this history, the current co-facilitators of the program (Daniel Bahner and Dr. Rebecca Warren-Marlatt) view the ***CHC<sup>2</sup> Mentor Program*** as a subcommittee of the PDC and are treating it as such. Thus, we have recruited through the PDC email site, and we intend to report regularly to the PDC on the progress of this year's implementation of the program.
2. To that effect, we would like to report that well over 10 employees have submitted applications to serve as mentors this year. Unfortunately, however, as of Thursday, August 29, not one instructional faculty has volunteered to serve. Daniel Bahner and Dr. Cheryl Marshall brainstormed promising potential mentors from the instructional faculty ranks and have begun contacting them personally to recruit. Definite maybes are the best responses we have received to date.
3. The program has a Steering Committee of six, who met over the summer and will meet on September 11 to create this year's pairings.
4. Attached is this year's calendar for the ***CHC<sup>2</sup> Mentor Program***. Further information is available on the program's website at [http://www.craftonhills.edu/Faculty\\_and\\_Staff/Mentoring\\_Program.aspx](http://www.craftonhills.edu/Faculty_and_Staff/Mentoring_Program.aspx)
5. If you have any further questions, please contact one of the co-facilitators, Daniel Bahner ([dbahner@craftonhills.edu](mailto:dbahner@craftonhills.edu); ext. 3330) or Dr. Rebecca Warren-Marlatt ([rmarla@sbccd.cc.ca.us](mailto:rmarla@sbccd.cc.ca.us); ext. 3355).

***CHC<sup>2</sup> Mentor Program*** Steering Committee