

# Crafton Hills College

## Professional Development Minutes

Date: **October 04, 2013**

Time: 12:00 – 1:00 p.m.

Location: LRC 135

The mission of the Crafton Hills College Professional Development Committee (PDC) is to provide and support professional development activities and opportunities for all staff to acquire the knowledge and skills to better serve students and the community.

### Educational Master Plan Strategic Directions

<p><b>1. Student Access and Success</b> Student success in courses and programs is the top institutional priority. The quality and quantity of programs and services are sufficient to assure students the opportunity for success at CHC.</p>	<p><b>2. Inclusiveness</b> The college and its structures and processes are characterized by inclusiveness, openness to input, and respect for diverse opinions among individual students, employees, groups, and organizations.</p>
<p><b>3. Best Practices for Teaching and Learning</b> Innovative and effective practices are used throughout the college to facilitate authentic learning. Learning how to learn empowers students and employees to succeed.</p>	<p><b>4. Enrollment Management</b> Enrollment management is an ongoing information-driven process of balancing student and community needs with available funding and facilities.</p>
<p><b>5. Community Value</b> The college identifies and serves key community needs and promotes itself as a community asset. The community values the college's contributions, and views the college as a community asset. The college is actively engaged in the surrounding community.</p>	<p><b>6. Effective, Efficient and Transparent Processes</b> All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined, and characterized by effective communication among all applicable parties.</p>
<p><b>7. Organizational Development</b> The college continuously improves as an organization through: 1) The development of faculty, staff, managers, and students; 2) Managing change; 3) Capacity enhancement; 4) Adherence to high standards; 5) Application of research findings; and 6) Recruitment and hiring of high-quality employees.</p>	<p><b>8. Effective Resource Use and Development</b> Existing resources are effectively maintained and used. The college actively seeks, advocates for, and acquires additional resources including, but not limited to, funding, personnel, facilities, technology, and other infrastructure.</p>

#### Members –

<input checked="" type="checkbox"/> Breanna Andrews	<input checked="" type="checkbox"/> Luis Mondragon	<input type="checkbox"/> Tina Gimple
<input checked="" type="checkbox"/> Elizabeth Langenfeld	<input type="checkbox"/> Karen Childers	<input checked="" type="checkbox"/> Sam Truong
<input checked="" type="checkbox"/> Daniel Bahner	<input checked="" type="checkbox"/> Kristin Overturf	<input checked="" type="checkbox"/> Rick Hogrefe (co-chair)
<input checked="" type="checkbox"/> Lynn Lowe	<input checked="" type="checkbox"/> Robert Crise	<input type="checkbox"/> Jim Urbanovich
<input checked="" type="checkbox"/> Robert Brown (co-chair)	<input checked="" type="checkbox"/> Karen Peterson (co-chair)	<input checked="" type="checkbox"/> Marina Kozanova

**Guests:** Bryan Reece

AGENDA ITEM	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	Meeting called to order at 12:03pm	
1. Approval of Minutes	a. August 30 <sup>th</sup> - Approved b. September 20 <sup>th</sup> - Approved	

<p>2. Guest: Bryan Reece (Vice President of Instruction)</p>	<p>a. CCC Online Educational Initiative Grant</p> <ul style="list-style-type: none"> <li>- Statewide grant that allows students at a community college to take courses at other community colleges and receive credit at their “home” institution (\$6.9 million +)</li> <li>- District will apply for the grant</li> <li>- Our “Team” includes CHC, SBVC, PCC, Shasta, Rio Hondo (sp?)</li> <li>- money could help build our “Center on Teaching and Learning” (LRC 110).</li> </ul> <p>b. How can PDC assist units to align PPR to the Educational Master Plan</p> <ul style="list-style-type: none"> <li>- Would like to see more of a connection of PDC and the Ed Master Plan. Ed Master plan outlines our goals (3 peaks: engage, learn, and advance) and PDC should facilitate workshops to help get faculty/staff/manager jump onboard and see how they contribute to these three areas.</li> <li>- Do we want to do this on a Flex or In-service day?</li> <li>- Who leads these workshops? Joint collaboration between heads of each department and PDC would be needed</li> <li>- How do we get adjacent faculty members involved in this?</li> <li>- Daniel brought up CUE (Center on Urban Education) . CUE comes to campuses to make cultural changes on campuses to promote student success, primarily Hispanic Serving Institutions.</li> </ul>	<p><b>b. PDC needs to develop a strategy to answer “how does every department contribute to the goals: ENGAGE, LEARN, and ADVANCE?” Ask each constituency group these questions and create a list/paphlet/video with their answers. Keep adding to it over time.</b></p> <p><b>Research CUE and their services for assistance in motivating our institution towards these goals.</b></p> <p><b>Add to agenda for October 18<sup>th</sup> . Keep this conversation going!</b></p>
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<p>3. Update on PDC Budget</p>	<table border="1"> <thead> <tr> <th></th> <th>02 Funds (General funds)</th> <th>25 Funds (carry over money specific to Prof. Dev.)</th> </tr> </thead> <tbody> <tr> <td>Books</td> <td>\$ 500</td> <td>\$ 500-260</td> </tr> <tr> <td>Consultants</td> <td>\$ 1000</td> <td>\$ 500</td> </tr> <tr> <td>Travel</td> <td>\$ 3500-2225= 1275</td> <td>\$ 1575</td> </tr> <tr> <td>Supplies</td> <td>\$ 300</td> <td></td> </tr> </tbody> </table>		02 Funds (General funds)	25 Funds (carry over money specific to Prof. Dev.)	Books	\$ 500	\$ 500-260	Consultants	\$ 1000	\$ 500	Travel	\$ 3500-2225= 1275	\$ 1575	Supplies	\$ 300		
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<p>4. Funding Request</p>	<p>a. Kelly Boebinger (Chemistry) \$650 Tabeled – Approved</p> <p>b. Daniel Bahner - \$12.81 x 18 books= \$248.94 Books for CHC? Moved to next meeting’s agenda</p>	<p><b>a. Ask her to request money from STEM Grant</b></p> <p><b>b. create a form for funding requests that is not specific to conferences.</b></p>
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<p>5. PDC Planning</p>	<p>a. Spring 2014 Program Guide (deadline Friday December 6, 2013)</p> <ul style="list-style-type: none"> <li>- Moved to next meeting</li> </ul> <p>b. Developing PDC Strategic Plan – Spring 2014</p> <ul style="list-style-type: none"> <li>- Moved to next meeting</li> </ul>	
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<p>6. Other Issues/Concerns</p>	<p>. Upcoming workshops:</p> <ul style="list-style-type: none"> <li>- Tues Oct 8<sup>th</sup> at 11am on Word Press: Bob</li> </ul>	
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<p>Adjourn</p>	<p>Meeting adjourned at 1:02pm</p>	<p><b>Next Meeting:</b>  Friday Oct. 18, 2013  12:00pm – 1:00pm  LRC-135</p>
<p><b>Mission Statement</b>  To advance the education and success of students in a quality learning environment.</p>	<p><b>Vision Statement</b>  To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p><b>Institutional Values</b>  creativity, inclusiveness, excellence, and learning-centeredness.</p>