

Crafton Hills College

Professional Development **Minutes**

Date: **October 18, 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>1. Student Access and Success 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>2. Inclusiveness 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>3. Best Practices for Teaching and Learning 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>4. Enrollment Management Enrollment management is an ongoing information-driven process of balancing student and community needs with available funding and facilities.</p>
<p>5. Community Value 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>6. Effective, Efficient and Transparent Processes All planning processes and decision-making are transparent, evidence-based, efficient, clearly defined, and characterized by effective communication among all applicable parties.</p>
<p>7. Organizational Development 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>8. Effective Resource Use and Development 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 checked="" type="checkbox"/> Tina Gimple
<input checked="" type="checkbox"/> Elizabeth Langenfeld	<input checked="" 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 checked="" 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: Rania Hamdy "Professional & Organizational Development Program Coordinator" from SBVC

AGENDA ITEM	DISCUSSION	FURTHER ACTION
Call Meeting To Order	12:01pm	
Approval of Minutes (Oct. 4, 2013)	Approved Agenda for October 18 th ammended to include Daniels funding request that was intended to be on this agenda.	
Funding Requests	<p>a. Daniel Bahner - \$12.81 x 18 books= \$248.94 Books for CHC² - Approved</p> <p>b. Jimmy Urbanovich, February 14-18, 2014, WSCA Annual Convention, Anaheim CA. Total: \$445 – Approved upto \$445</p> <p>- \$730 remaining account</p>	
Profession Development Survey Handouts (Rick Hogrefe)	October 24 th @ 5pm- GIS workshop: Luis	

<p>New Business:</p> <p>1. Focus of Future PDC Meetings</p> <ul style="list-style-type: none"> c. Nov. 1 d. Nov. 15 e. Dec. 6 f. Dec. 20 g. Plans for in-service day 	<ul style="list-style-type: none"> a. Outlining all the topics and begin organizing b. Approved and confirm dates/times c. Booklet edited and sent to printer d. Pass them out e. January 10th: Hold session(s) to start to change the culture of professional development. Focus people on specific targeted discussions related to their area of interest. <p><u>Other discussion:</u></p> <ul style="list-style-type: none"> - Theme for the year: Engaging → Learning → Advancing our fellow colleagues. - We need to push other groups to pass all prof. develop. Retreats through PDC first. 	<p>Everyone is tasked with recruiting presenters, both on campus individuals and/or professionals outside of campus (for a small honorarium ~\$100-200). Send Robert names before Nov. 1st</p> <p>e. Robert- put list together of possible topics for Jan. 10th inservice. Will bring to committees to get more input.</p>
<p>2. Feedback from campus committees re: prof. development needs.</p> <ul style="list-style-type: none"> a. Major themes b. Next steps 	<ul style="list-style-type: none"> a. Communication, collaboration across departments, professional development times are inconvenient, how to do the job of a chair, CurricUNET training, learning communities, online teaching training, department specific workshops, common core, Robert Rules of Order, retirement, financial aid, technology, best practices in teaching pedagogy (Bring back Bifle), teaching and learning center, mini courses for teachers (consistently meet), effective syllabus writing, incorporating study skills in classes, honors classes, OneNote, Trelisa's workshops being brought back and some more elementary topics, new hire orientations (full-time). b. See right colum (under number 1 and 2 for next steps) 	<p>Robert- Contact Trelisa to change times of her workshops for Spring.</p>
<p>Other Issues/Concerns/Announcements</p>	<ul style="list-style-type: none"> - Need a bigger meeting room - Need to give more information/description to promote workshops. May attract more people - Reading Apprentiship - 1st Book Club: great turn out! Already started discussing. - 2nd Book Club: will pass out books 	
<p>Adjourn</p>	<p>Meeting Adjourned at 12:59pm</p>	<p>Next Meeting: Friday Nov. 1, 2013 12:00pm – 1:00pm CL 218 ? watch out for email</p>
<p>Mission Statement To advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Institutional Values creativity, inclusiveness, excellence, and learning-centeredness.</p>